

**Project: LEARN of Medina County
Instructor, Aspire
Job Description**

Job Title: Instructor, Aspire
Reports To: Executive Director
FLSA Status: Non-Exempt
Grade: Pay scale \$24-\$30 per hour (Up to 20 hours per week, dependent on class size)
Date: July, 2021

Job Summary:

- Teach basic skills reading, mathematics, study skills, and test taking strategy or ESOL instruction in reading, writing, listening and speaking, in accordance with ABLE benchmarks for mastery of subjects.
- Provide leadership, supervision, and control of classroom activities.

Job Responsibilities:

- Develop and implement an effective curriculum to enhance the learning options of program participants.
- Develop course curriculum, monitor and prepare classroom set-up and equipment.
- Knowledge of standardized assessments.
- Monitor attendance, maintain records, score and evaluate educational performance of participants.
- When appropriate identify and refer participants for supportive services to enhance student success.
- Participate in training sessions and/or attend regional/state conferences for professional development when needed.
- Performs other related duties as needed.

Qualifications:

Required Qualifications

- Bachelor's Degree and/or equivalent experience.
- Minimum of 3-5 years' experience in teaching or classroom facilitation.
- Demonstrated proficiency with Microsoft Outlook, Word, Excel and Power Point.
- Experience working with adult learners.
- Experience with curriculum development and classroom management.
- Excellent verbal, written and interpersonal communication skills.
- Customer service focus, with strong problem solving and organizational skills.
- Demonstrated ability to interact with individuals from diverse and multi-ethnic backgrounds.
- Sensitivity to respond appropriately to the needs of a diverse population.

Preferred Qualifications

- Master's degree.
- Experience working with Adult literacy education.

Physical Demands/Working Conditions:

(The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

- The work is partially performed in a normal, professional office environment; may require travel to orientation sites throughout the county.
- The work area is adequately lighted, heated and ventilated
- Typically, the employee may sit comfortably to perform the duties of the job and will perform repetitive motions with hands/fingers using a computer mouse and keyboard to type. However, there may be some walking; standing; bending; carrying of light items such as papers, files, pamphlets, books, etc.;
- Work may also require walking and standing in conjunction with travel to and attendance at meetings and conferences away from the worksite;

Equal Opportunity Statement:

Project: LEARN of Medina County is committed to attaining excellence through the recruitment and retention of a qualified and diverse workforce. Project: LEARN of Medina County is an equal employment/educational opportunity institution.