

POSITION OPEN ANNOUNCEMENT

Position: Aspire Adult Workforce Readiness Instructor

Location: Clark State/Aspire Program
Bellefontaine, Ohio

General Description: The part-time instructor will provide instructional activities which are consistent with the objectives of the Aspire Adult Workforce Readiness Program and Clark State Community College in general including but not limited to:

- Conduct orientation and administer standardized assessment
- Provide classroom and individualized instruction for students to complete prescribed program to achieve career and educational goals
- Administer TABE and/or practice high school equivalency tests in compliance with state regulations
- Provide instruction in short- and long-term goal setting in order for student to complete the Aspire program and plan for future education, training and/or job seeking
- Instruct Basic Skills in math, science, writing, and reading
- Incorporate the use of technology into the curriculum and classroom instruction as appropriate
- Facilitate instruction in all subject areas based on individual standardized assessment results
- Prepare students for employment and/or post-secondary education
- Work collaboratively to develop and strengthen student recruitment, referral, and transition processes for post-secondary and employment opportunities

Qualifications:

- Must hold a bachelor's degree
- Adult education teaching experience preferred
- Must possess an interest in teaching adults
- Possess good knowledge of content, curriculum, methods, materials, and equipment used in Aspire
- Ability to plan and implement lessons based on program objectives and the needs and abilities of students
- Ability to move about the classroom/lab to check student work and monitor behavior
- Ability to establish and maintain effective relationships with students and peers
- Ability to communicate effectively, both orally and in writing
- Possess excellent human relations skills and serve as a role model for students
- Ability to commit to 1 year of service

Length of Contract: Part-Time/Ongoing

Salary: \$21.00 per hour

For Information Contact: Barbara Carr, Aspire Coordinator
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