Job Description: Part-time Instructor

Purpose of this position:
An instructor at The Learning Center is responsible for student instruction, progress, and classroom management. The instructor will guide students through the necessary curricula, so that students will acquire the skills necessary to compete in a job market that requires an HSE and computer literacy.

Scope of the position:
This is a part-time position reporting directly to the Lead Instructor of The Learning Center. Day-to-day, week-to-week instruction and interaction with students is managed or supervised through presence or written instruction by The Learning Center Lead Instructor. A performance review will be conducted by the Lead Instructor of The Learning Center on an annual basis.

Duties and Responsibilities:
- Instruct students in an active and engaging manner, assist with student motivation
- Manage the classroom environment, including keeping room and supplies organized
- Take attendance and be responsible for students signing in and out
- Monitor student absences, tardiness, and progress; communicating regularly with the Adult Education Assistant.
- Maintain copies of curriculum and plan & profiles in the file cabinet and/or electronically
- Make changes to curriculum when necessary or advised by The Learning Center Lead Instructor; modify curriculum to meet individual student needs
- Tutor students in one-on-one or small groups in math, science, social studies, reading, writing, computer basics, Windows XP, Microsoft Word, Excel, (PowerPoint and Access when necessary), Internet Explorer, Email, Typing Skills, Job Search, Resume writing, etc.
- Maintain student records/files (grades on quizzes, tests, progress tracking)
- Prepare weekly reports of student progress for the staff meetings
- Assist with administering TABE tests and/or Orientation when necessary
- Must attend and assist with annual graduation
Preferred Qualifications

- BA or BS degree
- Excellent communication and social skills
- Experience working with hard-to-serve or adult populations
- Strong organizational skills
- Sensitivity towards different social groups
- Proficient in Microsoft Windows, Word, Excel, and computer maintenance
- Strong essay writing and grammar skills
- Strong Math skills, including *High School Algebra and Geometry*
- Teacher certification in Math or English preferred

Hours: Monday – Thursday 6:00pm-8:30pm

Compensation: $20/hr