

**Aspire/Ohio Options (formerly known as ABLE) is a grant funded program serving residences of Washington and surrounding counties. Main objective is to assist adult students with obtaining their high school equivalency and/or enhancing local job readiness skills. Currently accepting applications for those interested in supporting the overall local adult education and workforce improvement efforts.**

**Requirements:**

- Bachelor' degree or 3-5 years of experience in –education or experience in training individuals, social work, or a related field
- Ability to obtain Ohio teaching permit by successfully passing a background check
- Excellent communication skills over various mediums such as telephone and email

**Essential Skills:**

- Self-motivated, highly organized, and the ability to work under limited supervision
- Must have welcoming, non-judgmental attitude, and to adhere to the program's vision
- Ability to create, implement, and maintain individualized student learning plans
- Instructional or training experience including comfortability with individuals with learning disability and/or mental health disorders
- Must be able to multitask while working in an active multilevel classroom setting
- Ability and willingness to learn new skills
- Ability to word things in a positive manner and give constructive criticisms

**Responsibilities:**

- Complete required professional development including but not limited to New Staff Orientation and New Teacher Orientation within the first 90 days of Employment.  
Failure to meet required professional development requirements in a timely manner may result in dismissal.
- Provide basic skills instruction for a wide age and skill range of adults
- Develop and/or facilitate lesson plans for a multilevel classroom
- Maintain daily and permanent student records
- Maintain student contact through communication applications.
- Attend monthly teacher in-service and professional development as required
- Instruct and motivate students with the use of technology
- Other duties as assigned.

Pay rate: \$18 to \$21 per hour based on experience.

Hours: 7 to 14 hours per week with occasional extra time for Professional Development

**Accepting applications through March 22nd, interviews March 27 through April 4.  
Position starts April 15, 2019**

Please send resume and cover letter to [applicant@thecareercenter.net](mailto:applicant@thecareercenter.net)

Or for more information contact:

Dennis Blatt, Superintendent  
Washington County Career Center  
21740 State Route 676, Marietta, OH 45750  
Phone 740-373-2766 Ext. 1040



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