

Requirements:

- Bachelor's in education, social work, or a related field or Associate's degree plus teaching experience.
- Teacher certification or the ability to receive Adult Ed. Certification.
- Excellent computer skills in data entry, word processing, and spreadsheets.
- Excellent communication skills over various mediums such as telephone and email.

Essential Skills:

- Self-motivated and highly organized.
- Must have a welcoming, non-judgmental attitude.
- Able to evaluate, develop, and adapt educational programs for multilevel students.
- Teaching experience, Comfortable teaching individuals with learning problems.
- Must be able to multitask while working in an active multilevel classroom setting.
- Computer skills that enable managing a classroom computer lab and generating reports in Word and Excel.
- Proficiency in mathematics through Algebra and Geometry.
- Proficiency in Writing and English language skills.
- Ability to teach Word, Locating Information, and/or technology use as needed.
- 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 30 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 implement lesson plans for a multilevel classroom.
- Maintain daily and permanent student records including online and on paper.
- Supervise and help train both aides and tutors assigned to the classroom.
- Maintain student contact through phone, email, and/or text as required.
- Attend monthly teacher in-service and professional development as required.
- Instruct and motivate students with the use of technology.
- Set up and supervise student use and access to PEAK, Ohio Means Jobs, Khan Academy, Schoology, and basic computer skills.
- Prepare weekly and monthly reports online and in Word or Excel.
- Other duties as assigned.

Pay rate: \$20.60 to \$23.00 per hour based on experience.

Hours: 8 to 12 hours per week with occasional extra time for Professional Development

Deadline: Until Filled

Please send your resume and cover letter to applicant@thecareercenter.net

or for more information contact:

Evan Schaad, Director of Adult Technical Training
Washington County Career Center
21740 State Route 676, Marietta, OH 45750
Phone 740-373-2766 Extension 2010

