

## Aspire Part-time Online Instructor Job Description

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### **Qualifications**

- Bachelor's degree in education, social work, or a related field.
- Teacher certification or the ability to obtain Adult Education certification.
- Strong computer skills in online learning platforms, data entry, word processing, and spreadsheets.
- Excellent written and verbal communication skills across email, phone, and virtual platforms.

### **Essential Skills**

- Self-motivated, organized, and adaptable to an online teaching environment.
- Welcoming, patient, and non-judgmental approach to working with adult learners.
- Ability to design, evaluate, and adapt educational content for multi-level learners in an online setting.
- Comfortable teaching students with learning differences and providing individualized support.
- Skilled in managing virtual classrooms and integrating educational technology.
- Proficiency in Mathematics through Algebra and Geometry.
- Strong English and writing skills.
- Ability to teach Word, digital literacy, and information locating skills as needed.
- Willingness to learn new tools and instructional strategies.
- Ability to give constructive feedback and encourage learners in a positive way.

### **Responsibilities**

- Complete the required professional development, including New Staff and New Teacher Orientation, within the first 30 days of employment. (continued employment is contingent on meeting these requirements)
- Provide engaging online instruction to adults with varying skill levels and educational goals.
- Develop and implement online lesson plans tailored for diverse learners.
- Maintain accurate student records both digitally and on paper as needed.
- Communicate regularly with students via email, phone, and/or text to support progress and retention.
- Incorporate technology-based tools and resources such as PEAK, Ohio Means Jobs, Khan Academy, Schoology, and Essential Education into instruction.
- Participate in monthly virtual or in-person in-service meetings and professional development sessions.
- Motivate students to achieve goals through engaging online instruction and support.
- Perform additional duties as assigned.

Pay rate: \$21.60 to \$24.00 per hour based on experience.

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

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OHIO'S OPTIONS  
ADULT DIPLOMA PROGRAM



Please send your resume and cover letter to [applicant@thecareercenter.net](mailto:applicant@thecareercenter.net) for more information contact:

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Washington County Career Center  
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Phone 740-373-2766

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