

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.
JOB DESCRIPTION

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POSITION: FAMILY RESOURCE INSTRUCTOR

PURPOSE: Assist adults to become literate; to obtain the knowledge and skills necessary for employment and self-sufficiency; to become full partners in the education and development of their children; and to complete their secondary school education.

QUALIFICATIONS:

Education: B.S. in Education or related field, Pennsylvania Teaching Certification

Experience: 3 years classroom and/or adult remedial education experience

Skills, Abilities, and Knowledge:

- a. Knowledge of adult education principles/theories
- b. Knowledge of family literacy standards, policies and procedures
- c. Understands the importance of early school success
- d. Problem solving ability where independent judgement may be required
- e. Ability to work with all stakeholders as a team
- f. Knowledge of social service agencies in Westmoreland/Fayette Counties
- g. Conflict resolution practices
- h. Ability to maintain confidentiality
- i. Proficient computer knowledge and skills
- j. Ability to interpret data
- k. Excellent oral and written communication skills
- l. Analyze and track data and other information
- m. Ability to use machines including photocopier, smart board, projectors, etc.
- n. Ability to deal with and adapt to frequent changes

REPORTS TO: Director of Education

SUPERVISES: None

JOB REQUIREMENTS:

Mental Concentration: Considerable concentration intermittently

Interruptions: Occur frequently to constantly

Physical Efforts: Moderate physical effort in a predominately standing position

Special Demands: Some driving and potential eye strain. Current Act 33, 34 and FBI/DPW fingerprint clearance documentation at hire. Valid driver's license, verification of car insurance coverage, as well as reliable transportation (validated yearly minimum).

RESPONSIBILITIES: Duties may include any or all of the following: This list is intended to be representative.

01. Creates and sustains a positive adult learning environment
02. Promotes independent and lifelong learning
03. Designs and plans instruction
04. Instruct using a variety of delivery methods
05. Monitor and discuss parent, child and family goals with parents
06. Develop, maintain and deliver high quality parent education program
07. Prepare monthly interactive learning activities for parents and their children
08. Assesses and monitors adult learning
09. Assess children on an on-going basis by performing developmental assessments

RESPONSIBILITIES (continued):

10. Role model sound parenting principles
11. Utilizes community resources
12. Encourages family involvement in the community
13. Understands goals, policies and procedures of the Private Industry Council
14. Exhibits accountability
15. Participates in formal professional development activities
16. Complete forms, time cards, and other paperwork as required
17. Assist in special projects or assignments as directed

CORPORATE EXPECTATIONS:

Every employee of the Private Industry Council of Westmoreland/Fayette, Inc. is an ambassador that influences the public's impression of our organization. As such, every employee is expected to demonstrate the following attributes: Commitment, Enthusiasm, Flexibility, Positive Attitude, Proactive Approach, and Teamwork. These qualities are important to both individual and corporate success.

PAY GRADE: E