

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

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POSITION: **INSTRUCTOR**

PURPOSE: Assist adults to become literate; to obtain the knowledge and skills necessary for family-sustaining employment and self-sufficiency; 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. Problem solving ability where independent judgement may be required
- c. Ability to work with all stakeholders as a team
- d. Conflict resolution practices
- e. Ability to maintain confidentiality
- f. Proficient computer knowledge and skills
- g. Ability to interpret data
- h. Effective oral and written communication skills
- i. Analyze and track data and other information
- j. Machine usage including photocopier, smart board, projectors, etc.
- k. Ability to deal with and adapt to frequent changes

REPORTS TO: Adult Education Supervisor

SUPERVISES: None

JOB REQUIREMENTS and ESSENTIAL JOB DUTIES to be performed with or without reasonable accommodations:

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 early minimum).

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. Assesses and monitors learning
06. Utilizes community resources
07. Encourages adult learner involvement in the community
08. Understands goals, policies and procedures of the Private Industry Council
09. Exhibits accountability
10. Participates in formal professional development activities
11. Complete forms, time cards, and other paperwork as required
12. 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