

**PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.**

**JOB DESCRIPTION**

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**POSITION:** **INSTRUCTOR**

**DIVISION:** Workforce Development

**PURPOSE:** To address the challenges and needs identified for PIC program participants in the areas of responsible fatherhood, healthy marriage, and economic stability.

**QUALIFICATIONS:**

Education: Bachelor's Degree in Education or closely related field, PA Teaching Certification

Experience: Classroom and/or remedial education experience preferred

Skills, Abilities, and Knowledge:

- a. Knowledge of Adult Education principles/theories
- b. Problem solving ability where independent judgment may be required
- c. Ability to work with all stakeholders as a team
- d. Ability to maintain confidentiality
- e. Proficient computer knowledge and skills
- f. Ability to interpret, analyze and track data and other information
- g. Strong presentation, verbal, and interpersonal communication skills to successfully work with diverse populations
- h. Machine usage including computer, photocopier, smart board, projectors, etc.
- i. Ability to deal with and adapt to frequent changes

**REPORTS TO:** Fatherhood Initiative Program 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

Physical Efforts: Moderate physical effort in a predominately sitting position

Special Demands: Some travel and potential eye strain

Special Requirements: Valid PA driver's license, verification of care insurance coverage, as well as reliable transportation (validated yearly minimum)

Confidential Information Used: Personnel related information, child's health/mental health information, family economic information, family environmental information

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

01. Ability to teach job skills/readiness classes and various curriculums including 24/7 Dad, Inside/Out Dads, and Nurturing Parenting
02. Support at-risk program participants who often face multiple barriers to positive engagement with their children
03. Guide program participants into taking positive steps to overcome barriers to becoming a better parent and a more successful provider
04. Assist program participants to identify and realize life and career goals through guidance and support
05. Instruction and facilitation skills for preparing and presenting material to participants as scheduled
06. Ability to respond effectively and adjust teaching strategies and materials in order to motivate and respond to program participants' needs
07. Assess and monitor learning
08. Exhibit accountability

09. Participate in formal professional development activities
10. Encourage involvement in the community and utilize community resources
11. Understand the mission, goals, policies and procedures of the corporation
12. Complete forms, timecards, and other paperwork as required
13. 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

**HOURLY WAGE:** \$15.65

**HOURS PER WEEK:** 37½