

PRIVATE INDUSTRY COUNCIL OF WESTMORELAND/FAYETTE, INC.

JOB DESCRIPTION

POSITION: **CASUAL INSTRUCTOR**

PURPOSE: Educate, train and guide students enrolled in ETI, Workforce and Adult Education programs.

QUALIFICATIONS:

Education: B.S. in Education or related field; prefer with PA Teaching Certification

Experience: 1-year experience in teaching

Skills, Abilities, and Knowledge:

- a. Ability to develop lesson plans on various computer software, such as Microsoft Office, Desktop Publishing, etc.
- b. Ability to present information in a class setting, including virtual platforms.
- c. Ability to review new software and develop training.
- d. Excellent interpersonal skills.
- e. Effective oral and written communication skills.
- f. Prepare and grade tests.
- g. Machine operation including overhead, LCD panel, computer, photocopier, etc.

REPORTS TO: Assistant Director of ETI

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 Effort: Moderate physical effort in a predominately standing position

Special Demands: Some travel and potential eyestrain

Special Requirements: Current Act 33, Act 34, FBI/DPW and NSOR clearance documentation at hire. Must possess valid PA driver's license. Background check to enter State and County facilities

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

01. Prepare, plan and instruct classroom curriculum related to directed content
02. Instruct various training classes in-person and remotely
03. Review method of delivery and content and offer suggestions for improvement
04. Submit student data as needed by grant or class to proper funding stream
05. Maintain files and reports
06. Attend seminars as required
07. Complete forms, time cards, and other paperwork as required
08. 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: \$30/HOUR

WEEKLY HOURS: As needed

EMPLOYMENT CLASSIFICATION: Non-Exempt