November 18, 2026

ADULT EDUCATION INSTRUCTOR

TITLE:	Adult Education Instructor – Cadillac Lab
EFFECTIVE:	November 18, 2026
CLASSIFICATION:	Professional Staff
LOCATION:	Northwest Education Services Adult Education/Northwest Michigan Works Learning Labs
REPORTS TO:	Regional Director of Adult Education

Job Qualifications

1. Bachelor's Degree in the educational field.
2. Current State of Michigan Teacher Certification.
3. Experience in adult education is preferred.
4. Must possess excellent communication skills.
5. Willingness to work with young and older adults of diverse cultural, socio-economic and educational backgrounds.
6. Must possess good computer skills for computer based instruction and a positive attitude about the use of technology with adult learners.

Evaluation

Performance will be evaluated by the Regional Director of Adult Education.

General Responsibilities

1. Provide quality instruction to out of school youth and adults ages 18 years and older in all areas of the Learning Lab curriculum basic reading, writing, math.
2. Other instructional duties include teaching job-specific skills such as computer, keyboarding, word processing (WORD), spreadsheets (EXCEL), and Windows.
3. Prepare students for HSE (GED) tests.
4. Provide high school completion courses instruction.
5. Provide English as a Second Language instruction.
6. Properly administer all required Learning Lab tests, assessments, and adult learning plans in a timely manner.
7. Provide each prospective adult learner with an orientation that details the goals, requirements and curricula of the Learning Lab program.
8. Demonstrate patience, flexibility and sensitivity to the educational concerns and needs of adult learners.
9. Study and master the use of all lab equipment, technology, materials and educational software.

10. Employ technology, materials, and techniques that help learners improve important workplace skills such as thinking critically, problem-solving, and working as a member of a team.

Terms of Employment

This is a full-time salaried position working 40 hours/5 days per week paying $22.00/hr. The employee is entitled to the fringe benefits package that includes: Comprehensive health, dental and vision insurance; life insurance; paid sick leave, and holidays.

Apply online at NorthwestEd.org under Employment Opportunities. Applicants can attach cover letter, resume and transcript(s). Posting deadline: until filled.

C: Bulletin Boards at:

Administration Building	MESPA Rep.	Bridgeway
Career Tech	Life Skills Center	Creekside
Admin East	New Horizons	

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