

Adult Education Teacher - Petoskey

Job Code Number:

Job Description:

Northwest Michigan Works! is seeking a compassionate Adult Education Teacher who is committed to helping adults achieve their educational potential. This is a professional position based in Petoskey and functions as a key member of the adult education team working directly with adult education students, the learning lab aide and the Adult Education Navigator. Through collaboration with Northwest Education Services instruction is provided at a Northwest Michigan Works! Learning Lab in the areas of ABE, ESL, HSE, HSC, and Workplace Literacy for adults and out of school youth ages 18 years of age and older in the ten county area of Northwest Lower Michigan.

*Applicant must have a minimum of **a Bachelor's degree in the educational field and have a valid State of Michigan Teacher Certification.** Interested candidates must possess excellent communication skills, a willingness to work with young and older adults of diverse cultural, socioeconomic and educational backgrounds, good computer skills for computer based instruction as well as a positive attitude about the use of technology with adult learners.*

Responsibilities of this position include, but are not limited to:

- *Provide quality instruction to out of school youth and adults ages 16 years and older in all areas of the Learning Lab curriculum including basic reading, writing, math.*
- *Other instructional duties include teaching job-specific skills such as computer keyboarding, word processing (WORD), spreadsheets (EXCEL), and Windows.*
- *Prepare students for High School Equivalency (GED) tests.*
- *Provide instruction for high school completion courses.*
- *Provide English as a Second Language instruction.*
- *Properly administer all required Learning Lab tests, assessments, and adult learning plans in a timely manner.*
- *Provide each prospective adult learner with an orientation and Individual Learning Plan that details the goals, requirements and curricula of the Learning Lab program.*
- *Demonstrate patience, flexibility and sensitivity to the educational concerns and needs of adult learners.*
- *Participate in program efforts to recruit potential Learning Lab participants.*
- *Contribute in the acquisition of student data required by the Michigan Adult Education Reporting System (MAERS).*
- *Demonstrate willingness to participate in professional development opportunities to stay current on teaching methods, strategies and materials.*
- *Attend all staff meetings.*
- *Assist with program improvement projects.*
- *Perform other duties as assigned by the Adult Education Regional Director.*

Compensation and Benefits:

This is a full-time, year round position working (36- 40) hours per week (Monday – Thursday) paying \$21.00/Hour. The employee is entitled to a benefits package that includes: comprehensive health, dental, and vision insurance with employer paid premiums through Northwest Education Services; life insurance; disability insurance through Northwest Education Services. Paid Personal Leave time, and holidays; company cell phone, and computer.

Interested applicants should send a resume Christy Nelson at the following email address:

christy.nelson@networksnorthwest.org