

## **Northwest Michigan Works!**

**Job Title:** Adult Education Instructor

**Department:** Adult Education

**FLSA Status:** Non-Exempt

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### **Position Summary**

The Adult Education Instructor functions as a key member of the adult education team working directly with adult education student, Adult Education Navigator and the learning lab aide. Through collaboration with Northwest Education Services they provide educational instruction 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 16 years of age and older in the ten county area of Northwest Lower Michigan.

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### **Supervision**

Reports directly to the Regional Director of Adult Education at Northwest Michigan Works!

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### **Key Responsibilities**

The Adult Education Instructor will be responsible for the following essential duties. These duties are not exhaustive and other tasks may be assigned as needed:

- 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
  - Work collaboratively with the Adult Education Navigator to determine barriers and facilitate adult education student career goals.
  - 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 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.
  - Study and master the use of all lab equipment, technology, materials and educational software.
  - 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.
  - Acquire a working knowledge of educational, community and human service agency resources.
  - Maintain a clean, organized, and professional learning environment.
  - Actively and cooperatively work with Learning Lab staff and fellow employees within the Michigan Works! Service Center.
  - Participate in program efforts to recruit potential Learning Lab participants.
  - Contribute to 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.
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## Required Qualifications and Skills

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

- Prolonged periods of sitting at a desk and working on a computer.
  - Reasonable accommodations may be made to enable individuals with disabilities to perform essential job functions.
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## Work Environment

- The position is based in a professional office setting.
  - The work environment includes routine use of office equipment such as computers, phones, photocopiers, filing cabinets, and scanners.
  - Noise levels in the office are generally minimal.
  - Reasonable accommodations may be made for individuals with disabilities to perform essential functions.
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## Travel Requirements

- Occasional travel may be required for this position.
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## Job Description Update

This job description reflects the current requirements of the position. As responsibilities evolve, the description will be reviewed and may be subject to amendments.

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## Acknowledgment

By signing below, the employee acknowledges understanding the job requirements, essential functions, and duties of this position.

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**Employee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_