



## **Notice of Job Vacancy #21-108**

Posting Date: January 13, 2021

Position: Adult Education ESOL Instructional Aide serving Berkeley County

Location: Martinsburg, WV

Number of Positions: One (1)

Employment Term: Part-time / Temporary / As needed for the length of the class. Student enrollment, contact hours, and funding may affect the length of employment. Part-time personnel may not exceed 720 hours of employment per fiscal year.

Projected class schedule: Tuesdays, Wednesdays, and Thursdays 9am – 2pm

Salary: \$13.00 per hour

### Qualifications:

- Minimum high school diploma or high school equivalency.
- Computer skills required, including knowledge of MS Word, MS Excel, data entry programs and internet skills.
- Ability to connect and troubleshoot technological equipment, including computers, interactive whiteboard, projectors, document camera, etc.
- Effective oral and written communication skills required.
- Ability to work with a diverse population.
- Ability to multi-task.
- Knowledge of the characteristics of adult ESL learners and prior experience in delivering training and/or instruction to adult learners is preferred.

### Duties & Responsibilities:

- Create instructional materials per the instructor's specifications, including activities using interactive whiteboard, document camera, and other classroom technology.
- Assist the instructor with creating and maintaining community partner relationships with local businesses, schools, and organizations.
- Maintain program internet presence, including websites and social media pages.
- Assist with program promotion by creating fliers, press releases, etc. per the instructions of the instructor.
- Assist with data entry of client information and tracking information into management information system within the Adult Education System and client database.
- Assist in proctoring and scoring standardized assessments.
- Assist instructor in maintaining a clean and organized learning environment by performing general cleaning and maintenance as required, filing/shelving materials, etc.

Reports To: Assigned classroom instructor; the EPIC Adult Education Director.; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Administrator; Confirmed by the EPIC Advisory Council; Approved by WV State Board of Education

Start Date: To be determined pending approval process

Application Process: For consideration, an EPIC application should be completed and submitted to Shannon Johnson, EPIC HR Director by email at [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org) or by fax at 304-267-3599 Attn: HR.

The EPIC application can be found on our website at [www.epicresa8.org](http://www.epicresa8.org) (Click on the “We are hiring” link and the application can be found in the upper right-hand corner) or one may be requested by emailing [sdjohnson@wvesc.org](mailto:sdjohnson@wvesc.org)

**Applications will be received for consideration through January 19, 2021 or until the position is filled.**