

Notice of Job Vacancy #21-134

Posting Date: May 20, 2021

Position: Part-time Adult Education Instructor(s) for the EPIC WVAdultEd and SPOKES Programs

*Eastern Panhandle
Instructional Cooperative*



Assignment Area(s): SPOKES Instructors may be assigned to any of the classrooms or offices used by the SPOKES Program in the Eastern Panhandle Instructional Cooperative (EPIC) region, including Mineral and Hampshire Counties in West Virginia. Assignments may vary during the program year. (Some travel reimbursement available, with restrictions.)

Employment Term: This part time, temporary position is “as needed” based on grant funding issued for Fiscal Year 2022. No guaranteed amount of work activity during the year is promised. Selected person(s) shall be “on call” to supplement the regularly scheduled instructional staff. The SPOKES program runs year-round.

Salary: \$20 per hour

Education and Experience:

- Four-year degree from an accredited institution with a minimum 2.5 GPA and eligible for an Adult License, WV Teacher Certification, or WV Substitute Teaching Permit.
 - Official college transcripts will be required upon employment.
 - For information about the EPIC Substitute Teacher Training course that can be taken for WV Substitute Teaching Permit eligibility, contact Melissa Acquino at mgacquino@wvesc.org
- Experience in teaching adult learners.

Qualifications:

- Understanding of diverse academic, socioeconomic, cultural, and ethnic backgrounds.
- Ability to work with adults with special learning needs/disabilities.
- Effective oral/written communication skills.
- Ability to work cooperatively with adult educators and other program partners.
- Possess excellent organizational skills with the ability to work within established timelines.
- Ability to provide basic academic skills, job readiness, life-coping skills, and computer-aided instruction for adult learners.
- Ability to use technology in the day-to-day responsibilities of this position.
- Adult Education pre-service training will be required, including but not limited to peer training, job shadowing, and curriculum training.

Duties and Responsibilities:

1. Instruct students in basic academic skills, job readiness skills, work process skills, life-coping skills, computer skills and program-specific software.
2. Assist students in developing realistic primary and secondary job and training goals.
3. Administer/interpret appropriate assessment instruments when necessary.
4. Maintain, prepare, and submit accurate records of student enrollment, progress, attendance, and completion.
5. Coordinate with other members of the team in communicating frequently with the customers’ referring agencies regarding progress or challenges faced with individual customers.
6. Work in a team effort with full time instructors, part time instructors, special team teachers, volunteer tutors, vocational teachers and staff, and EPIC’s Adult Education Coordinator, and the WVDE SPOKES program coordinator.
7. Maintain substitute license, adult license, or teacher certification by meeting WVDE certification standards, including but not limited to gaining additional college credits within a specified period.
8. Perform other duties as relate to the SPOKES Career Readiness program..

Expectations:

1. The teacher protects the privacy, confidentiality, and security of all information pertaining to WVABE students according to WVABE and EPIC policies.
2. The teacher works effectively as a member of an educational team.
3. The teacher demonstrates self-control and exhibits an attitude of mutual respect.
4. The teacher is ethical and demonstrates good work habits, including punctuality and attendance.
5. The teacher demonstrates a willingness to work collaboratively with other agencies.

Reports To: AE/SPOKES Director and EPIC Administrator or designee.

Evaluation: Performance of teaching positions will be evaluated in accordance with EPIC and West Virginia Adult Education policies.

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 Current EPIC Employees: If your application, resume or reference information or contact information has changed since you were hired, please submit updated information along with a letter of application to be considered. If nothing has changed, a letter of application should be sent via email, mail or fax to Shannon Johnson, Human Resources Director. Current employees may also apply online (see below.)

Application Process for New Candidates: You may submit your application one of the following ways:

Online application can be made online by clicking on the link below:

https://ats1.searchsoft.net/ats/app_login?COMPANY_ID=00012808

If you cannot see this job when you log into your Search Soft account, check your location tab and ensure you have selected EPIC as one of your location choices; check your preferences to ensure you have selected service opportunities.

Hard copy EPIC application can be found at www.epicresa8.org

1. Submit hard copy applications to:
EPIC
109 South College Street
Martinsburg, WV 25401 Attention: Shannon Johnson, Human Resources Director
2. A copy of the EPIC application may be submitted electronically to sdjohnson@wvesc.org .
3. A copy of the EPIC application may be FAXED to 304-267-3599 Attention: Shannon Johnson.

Applications will be accepted for consideration until the positions are filled.