

Notice of Job Vacancy #22-063

Posting Date: April 4, 2022

Position: Full-time Adult Basic Education SPOKES Instructor – Berkeley County

Employment Term: Full-time / 240 days per fiscal year based on annual funding

Salary: Based upon the EPIC Professional Pay Scale with education and years of experience

*Eastern Panhandle
Instructional Cooperative*

EPIC

Serving the educational needs
of the entire community

Position Overview: Strategic Planning in Occupational Knowledge for Employment and Success (SPOKES) is a grant-funded program that runs year-round. This position with our SPOKES Career Readiness Program will be located in Berkeley County. Offers of initial and continued employment are contingent upon annual funding.

Education and Experience:

1. Four-year degree from an accredited institution with a minimum 2.5 GPA and eligible for an Adult License or WV Teacher Certification. (Official college transcripts and certification will be required upon hire.)
2. Experience working with adults, particularly at-risk populations.
3. Experience in teaching or training adult learners.
4. Experience in using remote platforms (Zoom, Microsoft TEAMS) to support remote and hybrid learning environments.

Qualifications:

1. Understanding of diverse academic, socioeconomic, cultural and ethnic backgrounds.
2. Knowledge of the characteristics of adult learners.
3. Ability to work with adults with special learning needs/disabilities.
4. Teamwork and strong interpersonal/human relationship skills.
5. Effective oral/written communication skills.
6. Ability to work cooperatively with adult educators, the local Department of Health and Human Resources, and other agencies and organizations.
7. Excellent organizational skills with the ability to work within established timelines.
8. Self-motivated; Ability to work independently with little supervision.
9. Ability to provide basic academic skills, job readiness, life-coping skills and computer-aided instruction for adult learners.
10. Ability to use technology in the day-to-day responsibilities of this position.
11. Adult Basic Education pre-service training required, including but not limited to peer training, job shadowing, and curriculum training.

Duties and Responsibilities:

1. Instruct students in basic academic skills, high school equivalency preparation, job readiness skills, work process skills, life-coping skills, customer service skills, computer skills, and program-specific software.
2. Assist each student in developing an individual program of study based upon student goals and skill levels.
3. Assist students in developing realistic primary and secondary job and training goals.
4. Administer/interpret appropriate assessment instruments when necessary.
5. Conduct confidential student interviews.
6. Enlist students as active partners in the occupational/training search process.
7. Coordinate job development activities with appropriate job opportunities to ensure successful student transition to the job market.
8. Conduct placement follow-up to determine participant progress and success and to promote retention.
9. Maintain, prepare and submit accurate records of student enrollment, progress, attendance, and completion (or termination).
10. Prepare local, state and other agency reports as required.

11. Be an effective member of the site team in planning and coordinating programming at classroom location(s).
12. Coordinate with other members of the team in maintaining instructional staff coverage of the SPOKES class schedule.
13. Coordinate with other members of the team in communicating frequently with the customers' referring agencies regarding progress or challenges faced with individual customers.
14. Assist the site team in establishing and maintaining open and effective communications with community organizations, adult career and technical education centers, college programs, businesses/employers, local DHHR, and Workforce WV Career Centers.
15. Arrange active participation by employers/businesses in select learning activities with SPOKES students (e.g., mock interviews, resume review).
16. Work in a team effort with full time instructors, part time instructors, special team teachers, volunteer tutors, vocational teachers and staff, EPIC Adult Education Coordinator, and WVABE state and regional staff.
17. Participate in required meetings, training, and professional development.
18. Maintain adult license or teacher certification by meeting WVDE certification standards.
19. Perform other duties as relate to the EPIC Adult Basic Education and SPOKES Career Readiness Programs.

Expectations:

1. Protects the privacy, confidentiality, and security of all information pertaining to WVAdultEd students according to WVAdultEd and EPIC policies.
2. Works effectively as a member of an educational team.
3. Demonstrates self-control and exhibits an attitude of mutual respect.
4. Behaves ethically and demonstrates good work habits, including punctuality and attendance.
5. Works collaboratively with personnel from other agencies.
6. Demonstrates enthusiasm and creates a positive learning environment.

The information contained in the job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of duties performed by this position. Additional duties may be assigned.

Reports To: EPIC Adult Education Director; EPIC Administrator

Conditions of Employment: Recommended by the EPIC Adult Education Director and EPIC Administrator; Confirmed by the EPIC Regional Council

Start Date: Anticipated July 1, 2022.

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

Online application can be made via Teach-In West Virginia Application System by clicking on the link below:

[Use this link to go to the online application system.](#)

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

Mail to 109 South College Street, Martinsburg, WV 25401 Attention: Human Resources
Email to Shannon Johnson at sdjohnson@wvesc.org
Fax to 304-267-3599 Attention: Human Resources

This position will remain open until filled or no longer needed.

The Eastern Panhandle Instructional Cooperative is an Equal Opportunity Employer.