



Notice of Job Vacancy #24-045

Posting Date: September 28, 2023

Position: Adult Education Instructional Aide – Hardy County

Location: Moorefield, WV

Employment Term: Part-time / "As Needed" for the length of the class.

- This is a grant-funded position.
- Student enrollment, contact hours, and available funding may affect the length of employment.
- Part-time / "As Needed" personnel may not exceed 720 hours of employment per fiscal year (July 1 – June 30.)

Salary: \$15.00 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 and foster a fully inclusive and equitable environment.
- Ability to multi-task.
- Knowledge of the characteristics of adult learners
- Prior experience in delivering training and/or instruction to adult learners is preferred.

Duties and Responsibilities:

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

Additional Expectations of the Selected Candidate:

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: Immediately following the hiring / onboarding process

Application Process: EPIC will accept applications two ways:

Online application can be made via Teach-In West Virginia Application System by clicking on the link below. Please note: To be able to view EPIC positions and make application online, you must select EPIC as one of your location choices within the Teach-In West Virginia Application System.

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

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

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.