



## Catholic Charities West Virginia

- **Job Name**

Full-Time Adult Education Instructor

- **Description**

Catholic Charities West Virginia has an opening for a full-time adult education instructor for a program located in Huntington, West Virginia. The instructor will:

- Provide high quality academic instruction to enrolled adult learners.
- Create effective and engaging lesson plans.
- Teach reading, writing, and math.
- Administer and interpret formal/informal assessments to detect baseline academic functioning and to measure progress.
- Deliver multi-level instruction to learners of varying academic levels.
- Work with other staff to create individual learning plans for each enrolled adult learner.
- Prepare and submit applicable data relating to learner enrollment, progress, and completion.
- Apply accommodations to learners with special learning needs.

- **Job Type**

Full-Time

- **Location**

Huntington, WV

- **Qualifications**

Qualified individuals will have a Bachelor's Degree in education, social services, or social sciences fields, with experience in adult basic/technical education preferred. Individuals must have a professional teaching certificate or be eligible for an Adult Teaching License by having a four year degree with a minimum GPA of 2.5. Candidates must have the ability to work collaboratively in a team environment to provide high quality services to enrolled adult learners and the surrounding community. Applicants are required to have experience in teaching, lesson planning, and computer instruction.

- **How to Apply**

Please submit a resume, cover letter and three references by November 6, 2017 to:

Emily Robinson, Western Regional Director  
Catholic Charities West Virginia  
1116 Kanawha Blvd. East  
Charleston, WV 25301

- **Email Application To**

erobinson@ccwva.org