

*Regional Education
Service Agencies*

RESA

A powerful engine for education

400 Neville Street · Beckley, WV 25801
304.256.4712 · Fax: 304.256.4683 · <http://resa1.k12.wv.us>

POSITION: Full Time SPOKES Instructors

SPOKES Career Readiness Program (year-round): Nicholas and Summers Counties SPOKES programs

SALARY: Per RESA Salary Schedule based on certification or licensure and year of experience.

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 will be required for the individual selected for employment.)
2. Experience working with adults, particularly at-risk populations.
3. Experience in teaching adult learners.

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 other adult education instructors, the local Department of Health and Human Resources; the local Workforce WV Career Center; and other referral agencies.
7. Possess excellent organizational skills with the ability to work within established timelines.
8. Self-motivated.
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 Education pre-service training will be required, including but not limited to peer training, job shadowing, curriculum training, and data management software.

DUTIES AND RESPONSIBILITIES:

1. Instruct students in basic academic skills, job readiness skills, work process skills, life-coping skills, customer service 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. Conduct confidential student interviews and maintain the confidentiality of student/program information.
5. Enlist students as active partners in the occupational/training search process. Hold them accountable for becoming self-directed job seekers (i.e. Communicate student responsibility to setup interviews and deliver resumes and applications).

*Regional Education
Service Agencies*

RESA

A powerful engine for education

400 Neville Street · Beckley, WV 25801
304.256.4712 · Fax: 304.256.4683 · <http://resa1.k12.wv.us>

6. Facilitate guest speakers and computer-based learning to provide students the tools necessary to actively participate in the occupational/training learning process.
7. Coordinate job development activities with appropriate job opportunities to ensure successful transition to employment.
8. Conduct placement follow-up to determine participant progress and success and to promote retention.
9. Develop and maintain industry and training contacts.
10. Review and use labor market information for the assigned region to aid in developing employment opportunities for participants.
11. Maintain, prepare and submit accurate records of student enrollment, progress, attendance, and completion (or termination). Monitor and evaluate participant compliance with program standards and expectations.
12. Prepare local, state and other agency reports as required by the SPOKES program.
13. Be an effective member of the site team in planning and coordinating programming at classroom location(s).
14. Coordinate with other members of the team in maintaining instructional staff coverage of the SPOKES class schedule.
15. Coordinate with other members of the team in communicating frequently with referring agencies regarding progress or challenges faced by individual students.
16. Assist the site team in maintaining contact with DHHR, adult technical education/college programs, Workforce WV Career Center staff, and individual employers.
17. Work as a team with instructors, special team teachers, volunteer tutors, vocational teachers and staff, RESA 1 Adult Education Coordinator, and the WVDE SPOKES program coordinator.
18. Participate in required meetings and training. Occasional overnight travel may be required for meetings and training outside the assigned region.
19. Participate annually in professional development training as required by state Adult Education policies.
20. Maintain adult license or teacher certification by meeting WVDE certification standards, including but not limited to gaining additional college credits within a specified period.
21. Perform other duties as related to the RESA 1 Adult Education and 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 RESA 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 works collaboratively with personnel from other agencies.

*Regional Education
Service Agencies*

RESA

A powerful engine for education

400 Neville Street · Beckley, WV 25801
304.256.4712 · Fax: 304.256.4683 · <http://resa1.k12.wv.us>

6. The teacher demonstrates enthusiasm and creates a positive learning environment.

REPORTS TO: RESA 1 Executive Director or designee

CONTRACT/AGREEMENT:

This position is grant-funded based on availability of funding. RESA 1 employment agreements are for one year or less. RESA 1 does not issue continuing employment contracts. The execution of this employment agreement is contingent upon funding.

EVALUATION:

Performance of full time teaching positions will be evaluated in accordance with State Board Policy.

CONDITIONS OF EMPLOYMENT:

It is the policy of RESA 1 to maintain a learning and working environment that is free from drug, alcohol, and tobacco abuse. RESA 1 prohibits any form of racial, sexual, religious and/or ethnic harassment or violence.

EQUAL EMPLOYMENT OPPORTUNITY:

RESA 1 is an equal opportunity employer and does not discriminate with regard to race, religion, color, age, sex, national origin or handicapping condition. No discrimination based upon such factors will be made in the selection, salary, promotion, demotion, transfer or termination of any employee.

DEADLINE TO APPLY: Must be received by 4:00 pm March 9, 2018

APPLICATIONS:

A complete submission will include:

- RESA 1 employment application
(<http://resa1.k12.wv.us/RESA1/docs/APPLICATION%20FOR%20EMPLOYMENT.pdf>)
- Cover Letter
- Resume
- College transcripts (unofficial accepted for application; official required for employment)
- References

Submit to:

Mail: Shawn Cook, RESA 1, 400 Neville Street, Beckley, WV 25801

Fax: Shawn Cook at 304.256.4511

electronic: shcook@k12.wv.us