

MIDWESTERN INTERMEDIATE UNIT IV

TITLE: Workforce Investment Area **DATE:** August 13, 2014
Program Service for Older Youth Instructor

REPORTS TO: Director of Continuing Education **APPROVED BY:** Board of Directors

JOB SUMMARY: Responsible for assisting participants to navigate the Worldwide Interactive Network courseware, prepare individuals to take the WorkKeys assessment test, and conduct Adult Basic Education/General Equivalency Diploma prep classes. The individual will also be responsible for administering pre and post tests and the GED Practice Test.

PRIMARY DUTIES AND RESPONSIBILITIES:

1. Design instruction to enhance the participant's abilities to read, write, and speak English and to compute and solve mathematical problems to a level of proficiency necessary to function on a job.
2. Develop subject matter competencies needed to prepare a participant to successfully pass the GED Examination and obtain a General Equivalency Diploma.
3. Utilize instructional methodologies that afford linkage with work activities.
4. Teach skills in a realistic employment oriented context, using examples and materials from the workplace, and requiring participants to perform actual job related tasks.
5. Maintain accurate, complete and up to date records. Submit time, payroll, employee data, and monthly reports in a timely manner.
6. Assist students in demonstrating the application of academic and employability skills by completing actual occupational related tasks or projects.
7. Assist participants to navigate the courseware and prepare individuals to take the assessment to attain appropriate certification.
8. Administer and assess a pre/post-test and monitor learning.
9. Review daily participant sign-in sheets and verify hours of attendance by initialing the sign-in sheet.
10. Enter all daily hours of attendance at the end of each week into a computerized attendance report as designated by the grant in West Central Job Partnership's "P" drive at each CareerLink site.
11. Meet as needed with the appropriate WCJP Employment and Training Specialists to review client progress, identify barriers to client attendance and/or progress, and develop strategies for overcoming barriers identified.
12. Perform all other duties as assigned by the Director of Continuing Education.

QUALIFICATIONS:

- Bachelor's Degree in Education and a Pennsylvania teacher's certification required
- Personal flexibility enabling adjustment to varied educational settings, styles and methodologies
- Must have valid driver's license

- Submission of a report of criminal history record from the Pennsylvania State Police (Section 111 of the Pennsylvania School Code)
- Submission of a clearance report from the Pennsylvania Department of Public Welfare in accordance with Act 151 of 1994
- Submission of Federal Criminal History Report in accordance with Act 114 of 2006
- Submission of Arrest/Conviction Report and Certification Form per Act 24 of 2011
- Such alternatives to the above qualifications as the Board of Directors may find appropriate and acceptable

PHYSICAL DEMANDS:

- Ability to reach above and below the waist
- Ability to use fingers to pick, feel and grasp objects
- Some stooping, bending and twisting of the body required
- Ability to lift and/or carry supplies and/or papers weighing no more than 50 lbs.
- Ability to stand, walk or move throughout the classroom for extended periods of time

SENSORY ABILITIES:

- Visual acuity
- Auditory acuity

WORK ENVIRONMENT:

- Typical office environment
- Subject to inside environmental conditions

TEMPERAMENT:

- Must possess excellent interpersonal skills
- Ability to make judgments and work under high level of stress

COGNITIVE ABILITY:

- Ability to communicate effectively
- Ability to organize tasks
- Ability to handle multiple tasks
- Ability to exercise good judgment

SPECIFIC SKILLS:

- Must possess computer skills
- Ability to operate various school/office equipment
- Must appropriately handle confidential information

All Midwestern Intermediate Unit IV Workforce Investment Area Program Service for Older Youth Instructors will be employed as short-term, temporary employees, renewable annually based on satisfactory professional performance and program needs (July 1-June 30). The number of hours of work per week will be determined based upon enrollment and need.

Hourly compensation will be provided for these services as established by Midwestern Intermediate Unit IV.

(Reasonable accommodations may be made to enable a qualified individual with a disability or disabilities to perform the primary duties and responsibilities of the job.)