



"To Heal the Whole Family by Making a Better Tomorrow!!!"

Community Care Development Network

Inspire Education Academy

Part-time Instructor Job Description Summary:

Location: 1920 Old Springville Road, Center Point, AL 35215

Position Type: Contract

Amount: \$24,000 Annually

Hours: Part-Time 24-30 Hours Weekly

Reports To: Executive Director

CCDN Inspire Education Academy Instructor provides reading, writing, social studies, math, science, and computer instruction to students 17 and older and not enrolled in school. Duties include planning lessons, monitoring and assessing student progress on an ongoing basis, participating in the intake process as requested, creating Individual Learning Plans with students, and collecting, recording, and reporting all necessary information on students promptly.

Requirements of Position:

- A valid and current secondary or State of Alabama teaching license.
- Experience in working with youth and young adults.

Essential Job Function:

- Teaches basic reading, writing, social studies, science, math, and computer to youth and adults below the 12th-grade level.
- Teaches ACES + MAPS Materials in partnership with Lawson State Community College
- Creates and develops curriculum, lesson plans, teaching materials, and Individual Learning Plans to aid students in developing skills and confidence in basic academic areas.
- Integrates computer-aided instruction into lessons as appropriate.
- Seeks information about the coming changes to the GED test.
- Monitors and assesses students' progress regularly.
- Collects, records, and reports all necessary student information promptly.

Non-Essential Functions:

- Participates in staff meetings.
- Participates in professional development as appropriate to the position.
- Actively participates in planning to ensure participants' needs are being effectively addressed.

Knowledge/Skills Experience:

- Experience working with adults' learners.
- Good computer skills

- Demonstrated ability to work independently.
- Strong communication skills
- Ability to work cooperatively with others.
- Energy and enthusiasm
- Bachelor's degree in education or Certified in Workforce Development
- Reentry Experience a Plus

Required Credentials: Valid Driver's License, Ability to Pass Background Check, and State of Alabama teaching license.

Applicants must complete an internship application see

www.ccommunitycaedn.org/about/employmentandinternships