



Adult Education Instructor

**EMPLOYMENT & TRAINING DEPARTMENT
FOSTER FORWARD (55 BROW STREET, EAST PROVIDENCE, RI)**

PART-TIME (10 HOURS PER WEEK)

GENERAL RESPONSIBILITY: Under the supervision of the Employment & Training Director, the Adult Education Instructor is responsible for preparing students for; GED, post-secondary education, advanced training, employment.

SPECIFIC RESPONSIBILITIES: Duties include; academic & vocational assessments, delivering classroom instruction, tutoring, curriculum development, monitoring student hours & progress, tracking student outcomes & performance, utilizing internet-based programs & software, tracking distance learning and evaluating student progress. The Adult Education Instructor must be able to manage students at varying academic levels.

QUALIFICATIONS: Bachelor's degree required. Minimum three years' experience in adult education.

SPECIAL QUALIFICATIONS: Must have an understanding and know how to execute a managed enrollment, cohort based classroom environment; ability to identify learning styles and create a positive learning environment. Must be able to work independently to meet program goals; able to work individually in a one-to-one setting as necessary. The successful candidate will have strong classroom management experience and be able to support adult learners with a diverse range of capabilities and previous experience working with at risk, LD population aged 16 to 24. A RI Teacher Certification is a plus.

APPLICATION PROCESS: Cover letter and resume due to Tri-County Community Action Agency at apply@tricountyri.org; fax 1-855-372-4016; mail to Tri-County Community Action Agency, 1126 Hartford Avenue, Suite 201, Johnston, RI 02919.

Tri-County Community Action Agency is an Equal Opportunity and Affirmative Action Employer. Tri-County is committed to treating all applicants and employees fairly based on their abilities, achievements, and experience without regard to race, color, national origin, religion, sex, age, disability, veteran status, sexual orientation, limited English proficiency (LEP), gender identity, or any other classification protected by law.