

SkillSource

JOB DESCRIPTION

OPEN DOORS/ALTERNATIVE LEARNING INSTRUCTOR

POSITION:	Open Doors/Alternative Learning Instructor
AREA:	Chelan and Douglas Counties
OFFICE:	240 N. Mission, Wenatchee, Washington
SALARY RANGE:	\$55,584 – \$74,724 DOE
CLASSIFICATION:	Full Time Exempt Employment
REPORTS TO:	Learning Center Supervisor

POSITION SUMMARY:

SkillSource is a mission-driven nonprofit organization that helps people build new careers and businesses build strong teams through skills training, education, and employment opportunities. The ideal candidate for this position is passionate about wanting to make a difference in the lives of older youth, ages 16-21. This person will assist students in realizing their education and employment goals. They will work collaboratively with Learning Center staff to provide instruction which supports multiple pathways for students to realize success, and provide them an on-ramp to post-secondary achievement through competency based, individualized learning.

This position is responsible for providing instruction, individualized programming, services, and support to meet the needs of students enrolled in the SkillSource Open Doors and Alternative Learning programs. Both programs reengage disconnected youth in partnership with Wenatchee School District, other local districts, and community agencies. The position supports students working toward their educational and career goals including GED and/or high school diploma throughout a 12 month academic year.

ESSENTIAL FUNCTIONS:

- Regularly instructs students in basic and vocational skills; moves about the classroom communicating instructional information to individual students or groups of students.
- Frequently operates and manages computer and educational software programs; constantly moves about the classroom exchanging information with students and assisting them with coursework as well as with software and computer problems.
- Consistently organizes and manages physical and human elements to promote a positive learning environment; establishes and communicates clear student conduct expectations and handles student discipline and emergencies.
- Develops and implements student recognition opportunities.
- Collects and maintains appropriate student records and information; completes, generates and submits student reports that meet federal, state, Wenatchee School District, and local requirements

- Regularly develops lesson plans and curriculum; researches, develops and instructs student breakout sessions; selects and/or develops and distributes training aids such as instructional material, handouts, evaluation forms and visual aids; sets-up and operates audiovisual equipment.
- Frequently conducts individual assessment and evaluation of students' overall educational needs; Utilizes the data to develop individual learning plans that include immediate and long-range education goals; continually updates and maintains individual learning plans.
- Regularly meets with students to review educational goals, evaluate progress and provide educational counseling; Sets goals with students and follows up on their progress; coordinates education plans with Career and Training Specialist and other staff.
- Operates and manages learning management systems and other educational software.
- Participates in staff meetings and on committees. Attends training to maintain and/or improve professional competence.

REQUIREMENTS, SKILLS & ABILITIES:

- Proven experience teaching basic skills emphasizing math, reading and vocational skills - preferably in an alternative education program.
- Proven experience developing positive relationships with at-risk youth and low skilled adults.
- Effectively work as a team member
- Ability to speak Spanish preferred, but not required.
- Excellent communication (oral and written) and presentation skills
- Proficient computer skills and experience in using Learning Management systems and Google products
- Outstanding organizational and planning abilities
- Attention to detail with a strong ability to multitask
- A professional and resourceful style with the ability to work independently and as a team player, to take initiative and manage multiple tasks and projects at a time
- Teach students individually and in a group setting.
- Researching, gathering information to develop engaging student learning opportunities
- Establishing and maintaining effective interpersonal relations with SkillSource, administrative staff, service delivery staff and business representatives

MINIMUM QUALIFICATIONS:

Bachelor degree in education with a WA State Teacher Certification, preferably with a high endorsement in a core subject and clearly demonstrates the knowledge, skills and abilities to perform the essential duties of the position.

WORKING CONDITIONS/PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include

close vision, distance vision, and ability to adjust focus. The employee is required to be present on a regular, reliable, and routine basis. The work environment characteristics described are representative of those an employee encounters while performing the essential functions of the Job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually low. Work is performed mostly indoors in an office setting with some travel locally and travel throughout North Central Washington.

EQUIPMENT OPERATED:

Computer, phone, scanner, calculator, projector, and copier

OTHER REQUIREMENTS:

Personal transportation, valid Washington State Driver's License and current automobile insurance.

Completed application and resume required. To apply, complete application and upload resume online at <https://www.skillsource.org/employment>. Position open until filled.

SKILLSOURCE - 240 N. Mission, Wenatchee, WA 98801, 509-663-3091, WA Relay 711

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. WA Relay 711.