



JOB DESCRIPTION
ESSENTIAL SKILLS INSTRUCTOR

Full-Time; 40 Hrs. Weekly; 11-Month Position

Job Description | As a member of the staff, the Essential Skills Instructor teaches small groups of women and provides supplemental assistance in preparing the students for employment opportunities. S/he reports to the Director of Programs.

Employees of Caroline Center must possess a commitment to the mission, values and policies of Caroline Center and the School Sisters of Notre Dame.

Responsibilities |

Current Students: Serve as Advisor fulfilling roles and responsibilities described in a separate document, including:

- Work with other advisors to implement values education.
- Perform general activities on a daily and weekly basis.
- Prepare 7th week performance reviews of advisee. Evaluate students' progress and provide appropriate feedback for mid-term and end of session reports, input information into Apricot/
- Keep attendance and accurate paper and electronic files for each advisee.
- Supervise student service.
- Teach scheduled career development, computer, speech, and business writing classes.
- Available for individualized tutoring/coaching as needed.
- Interface regularly with program team and other instructors and attend scheduled meetings.
- Perform related duties as required.

Alumnae:

- Primary responsibility for initial job placement of Caroline Center alums.
- Meet with students prior to graduation to plan for obtaining a job upon graduation.
- Provide support for alums as they enter employment.
- Maintain regular, consistent contact with alums six (6), 12 and 18 months after initial job placement.
- Maintain complete and accurate database of all alums.
- Collaborate with ACA team for career advancement opportunities.
- Prepare periodic reports related to retention and advancement.
- Perform other duties as required.
- Plan and implement Alum and Employer Panels

Qualifications |

- A bachelor's degree or at least three years commensurate experience in adult education, teaching and/or preferred.
- Computer skills and ability to use all parts of Microsoft Office Suite.
- Familiarity videoconferencing tools, e.g., Zoom & Teams.

- Familiarity with digital literacy/instruction preferred.
- Ability to relate to a variety of constituencies: diverse adult students, volunteers, and employers.
- Able to work as a strong part of a team that fulfills the mission and values of Caroline Center, while developing and maintaining constructive and cooperative working relationships with the students.
- Willing to work some flexible hours to accommodate Caroline Center programs and schedule, e.g., Halfway Hurrah, All-Staff Meetings, onboarding, etc.
- Flexible, patient, organized, creative thinker, problem solver and planner.
- Ability to work well with a team.
- Good oral and written communication skills.