

JOB DESCRIPTION

Teacher of the Adult Basic Education (ABE) Program/
Job Opportunities and Basic Skills (JOBS) Program

- Qualifications:
1. West Virginia teaching certificate.
 2. Prior experience in teaching adults preferred.
 3. Knowledge of the characteristics of adult learners preferred.
 4. Day-time availability for employment required.
 5. Ability to work cooperatively with the local Department of Health and Human Resources office.
 6. Ability to provide job readiness and life-coping skills, in addition to basic skills instruction leading to a GED high school equivalency diploma.
- Reports to: Ron Ray, Director of High Schools and Vocational Education
- Job Goal: To instruct West Virginia Department of Health and Human Resource participants in the Job Opportunity and Basic Skills Program (JOBS) in basic literacy skills and job readiness and life-coping skills.
- Duties:
1. Instruct students in basic skills, job-readiness, and life-coping skills.
 2. Maintain accurate records on students' progress and attendance.
 3. Prepare local and state reports as required by the ABE/JOBS program.
 4. Communicate closely with the local West Virginia Health and Human Resources office.
 5. Perform other duties related to the ABE/JOBS program.
- Terms of Employment: As per contract.