



Job Posting

December 28, 2018

POSITION

ISY Work Readiness Instructor

EMPLOYMENT TYPE

Regular PT – 16 hours/week

SALARY

\$15.00/hr.

REPORTS TO

Site Director/Program Director Supervisor

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Ensuring that all materials for classroom use are ready in advance before the start of instruction time
- Assisting with the organization and coordination of classroom transition time
- **Filing participant class work into participants' portfolio in an orderly fashion**
- Reviewing all class work completed by participants before filing it away into the portfolios
- Submitting work readiness attendance sheets to the Program Director on a daily basis
- Closely monitoring the participants when signing in and out on attendance sheets
- Making phone calls to the work readiness participant when they are absent
- Clearly explaining the goals and objectives of the navigation through the program such as Career Zone, the occupational handbook online
- Ensuring that participants have a clear understanding of the requirements necessary for their future career choices
- Meeting with work readiness participants at their worksites on a weekly basis in order to ensure that participant are meeting curriculum requirements
- Closely supervising participants when on field trips
- Completing any program activity deemed necessary by the Program Director

COMPETENCIES

- Must be extremely organized, detail-oriented and able to multitask, take initiative, and work independently on tasks.
- Must be team-oriented, working well with others to inspire success.

EDUCATION EXPERIENCE

Candidate must possess a High School Diploma; College credits preferred.

APPLICATION DEADLINE

Ongoing

SUBMIT RESUME TO

Crystal Turner, Business Manager

cturner@riseboro.org

Please put "ISY Work Readiness Instructor" in e-mail subject line.