



Academic Instructor * Delaware Valley Job Corp Callicoon, NY

Overview: The Delaware Valley Job Corp is seeking an Academic Instructor in Callicoon, NY. The Academic Instructor is responsible for providing instruction and training to students in the Career Education Center. Develops individual achievement plans and academic goals to ensure student academic achievement in the program. Works with the CTT Instructors to infuse applied academics into CTT curricula to enhance student learning and success. Ensures strict confidentiality of sensitive information and integrity of student data.

Responsibilities:

Follows all integrity guidelines and procedures and ensures no manipulation of student data.
Ensures Center meets or exceeds DOL/Company performance goals.
Responsible to provide students with academic training leading to GED/HSD completion and improved literacy and numeracy skills. Provides students with comprehensive and individualized case management that ensures student progress, achievement and completion of the Job Corps program. Ensures classroom is well organized and conducive to student learning. Holds students accountable for following Center's dress code/behavioral standards of conduct.
Produces quality work/assignments in a thorough, timely and accurate manner.
Maintains appropriate personal attendance, accountability and work productivity standards.
Plans, prioritizes and organizes assignments to meet established goals and deadlines.
Understands and applies job knowledge to effectively complete all required job responsibilities.
Proactively maintains the skills required to perform job duties.
Mentors, monitors and models the Career Success Standards as required by the PRH.
Provides high-quality supervision and management for the student population. Takes swift and appropriate action and positively influences student behavior. Shows respect and courtesy to students and holds them accountable for their actions and behavior.
Provides quality programs and services for students and ensures that quality is maintained, and student needs are met. Pursues improvement and enhancement of programs and services.

Exchanges ideas and information, both orally and in writing, in a clear and concise manner and contributes meaningfully to group efforts by offering relevant ideas and knowledge. Provides quality and timely information to DOL/Company when requested.

Effectively articulates thoughts and ideas. Identifies problems, analyzes causes and evaluates appropriate solutions prior to taking or recommending actions.

Follows up to ensure prompt/appropriate action is taken and that problems are in fact corrected.

Works in partnership with staff from all Departments to ensure effective supervision and services are provided to students.

Accepts direction and supervision from the Center Director/Center Duty Officer/Shift Manager to include assignments to temporarily perform job responsibilities of other depts and positions.

Other duties as assigned.

Requirements:

Bachelor's degree, Masters preferred

Valid Driver's License

Reference Check

3 years' experience

A valid in-state teaching certificate or waiver required.

Skills Required:

Teaching Experience

Integrity

Advanced Computer Skills

Communication

Shift, Salary, and Benefits: This is a full-time position, \$22.36 hourly, Benefits include Health insurance, Dental insurance, Paid Vacation, Paid Sick, Holidays, 401K/Retirement.

To apply: contact Hope Godchaux by emailing godchaux.hope@jobcorps.org, by faxing (845)887-4762, by telephone at 845-887-5400, mail to Adams and Associates/Delaware Valley Job Corps, PO Box 846, Callicoon, NY12723, or in person at 9368 State Route 97 Callicoon, NY 12723.