



River Valley Resources, Inc. / Clearinghouse
319 E. Main St., Madison, Indiana 47250

careers@rivervalleyresources.com

Posting Title: Adult Basic Education Teachers Aide

Job Type: Hourly, 10 hours per week

Location: Ripley County, Indiana

Job Summary:

River Valley Resources seeks an Adult Basic Education Teaching Aide for 10 hours per week for 42 weeks. Classes began in September. GED classes held at the Osgood Public Library.

Duties/Responsibilities:

Collect all necessary program data, including attendance, test scores, etc. in the State approved system. Make follow-up phone calls to students, as needed. Assist in the development of materials necessary for the effective delivery of the curriculum and the administration of pre and post tests. Ensure the site is equipped and ready for instruction. Assist in the recruitment of students to the program, including but not limited to, making phone calls to students on the waiting list to schedule required assessments, answer questions, etc. The Aide will participate in training activities or professional development activities, as needed. If possessing a valid Indiana teaching license, must be willing to substitute for the GED Teacher as needed.

Minimum Qualifications:

Bachelor's Degree or equivalent. Must be proficient in the use of technology. Must possess the ability and willingness to travel in the performance of assigned duties.

Preferred Qualifications:

Bachelors degree and valid Indiana teachers license is preferred.

Apply:

Send cover letter, resume, three references and salary requirements to careers@rivervalleyresources.com
No phone calls, please. Applications due, Monday, October 3, 2011.