



EMPLOYMENT VACANCY

POSITION:	Computer Instructor – Part-Time – Adult Education
GENERAL PURPOSE:	<p>Adult Education is looking for individuals who are knowledgeable in a variety of computer skills areas and would like to share this knowledge by teaching part-time courses.</p> <p>We are looking for individuals with expertise in any or all of the following: Microsoft Office: Word, Excel, PowerPoint and Google Products</p>
STARTING DATE:	Negotiable
REPORTS TO:	Adult Education Director
SALARY:	Part-Time Hourly Rate - Varies
WORK DAYS:	As needed basis – days will vary
MINIMUM REQUIREMENTS:	<ul style="list-style-type: none">▪ Hold or willing to obtain a valid Ohio Adult Education Teaching Permit▪ Minimum of five years of related experience in career tech fields and high school diploma▪ Dependable and willingness to adapt to daily changes▪ Ability to communicate effectively, orally and in writing▪ Demonstrates a record free of criminal violations that would prohibit public school employment
DESIRABLE REQUIREMENTS:	<ul style="list-style-type: none">▪ Desire to motivate and share knowledge with adult students▪ Ability to guide students through planned lessons or projects in the specialty area designated▪ Ability to perform other duties of teacher▪ Ability to diligently monitor students to ensure their safety▪ Ability to maintain professionalism, confidentiality
APPLICATION DEADLINE:	Until filled
HOW TO APPLY:	Applications available on our website: www.ehove.net , Menu, EHOVE Jobs ONLY COMPLETE APPLICATIONS WILL BE CONSIDERED
DATE POSTED:	August 25, 2023

EHOVE Career Center, 316 West Mason Road, Milan, OH 44846

☎ 419.499.4663 ☎ www.ehove.net

AN EQUAL OPPORTUNITY EMPLOYER

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