

# WorkNet Pinellas

## Classification Description

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**Classification Title: Remedial Skills Instructor**  
**Department: Case Management**  
**Pay Grade: 20**  
**FLSA Status: Non-Exempt**

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### Purpose

This position teaches basic through intermediate skills in math, reading, and writing for customers of the Welfare Transition (WT) and SNAP programs for the purpose of job readiness. The incumbent will be responsible for the creation and revision of course materials to improve employability of the customers. This position also provides job search support, job referrals, and facilitates workshops.

### Job Duties and Responsibilities

#### Essential Functions:

- Adapt teaching methods and instructional materials to meet students' varying needs, abilities, and interests
- Observe and evaluate students' work to determine progress and make suggestions for improvement
- Plan and conduct activities for a balanced program of instruction, demonstration, and work time
- Instruct students individually and in groups, using various teaching methods such as lectures, discussions, and demonstrations
- Maintain accurate and complete student records as required
- Prepare materials and classrooms for class activities
- Establish clear objectives for all lessons, units, and projects
- Conduct classes, workshops, and demonstrations to teach principles, techniques, or methods in subjects such as basic English language skills, life skills, and workforce entry skills
- Prepare students for further education
- Establish and enforce rules for behavior and procedures for maintaining order among the students for whom they are responsible
- Create a supportive classroom learning environment

- Provide progress and interim reports as required
- Recognize learning problems and make referrals as appropriate
- Provide job search support in the areas of resume writing, job referrals, and application assistance
- Create and revise effective materials for online courses
- Facilitate workshops to help job seekers find employment
- Provide assistance to various training programs

**Additional Duties:**

Perform other duties as assigned

**Minimum Education and Training**

- Bachelor's or Master's Degree in Education from an accredited college or university
- Three (3) years of experience or a combination of experience in teaching or counseling/social services setting can be substituted for the degree or a combination of an Associate of Arts/Science degree and experience in the above fields
- Resume Writer Certification preferred
- Career Coach Certification preferred

**Job Specifications**

- Ability to communicate effectively both orally and in writing
- Strong curriculum knowledge of special education and/or GED instruction
- Knowledge and ability to implement problem-based, student-centered, GED test taking strategies
- Teaching expertise/training in mathematics or special education is a plus
- The ability and willingness to interact with or to gain experience working with diverse and urban youth is preferred
- Ability to effectively navigate and utilize Macintosh and PC computer applications
- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar

- Ability to manage behavior in a classroom setting
- Knowledge of current standards for resumes and basic job requirements
- Ability to develop effective course materials for online learning
- Knowledge of the current job market and of various training programs that are beneficial to the customers
- Ability to determine the approach to completing tasks while following general guidelines
- Ability to work in an environment that may periodically have unpredicted requirements or demands
- Ability to manage multiple tasks at any given time and assist a wide variety of customers at the same time
- Ability to perform professional-level work dealing with data, people, and technology that relates to administrative, technical, scientific, engineering, accounting, legal, or managerial skills
- Ability to work in a responsive environment where co-workers or citizens bring problems that the incumbent must solve
- Ability to provide updates to senior managers, elected officials, or other community groups or organization
- Ability to determine individual benefit eligibility
- Ability to manage or administer grant funds
- Ability to make recommendations that impact the budget
- Ability to see, hear, and speak