



Knox Technical Center  
Adult Education at Knox County Career Center  
308 Martinsburg Road  
Mount Vernon, Ohio 43050



Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio, that serves preschool students, over 600 high school students in 19 career technical programs at Knox County Career Center, and adult students in 13 career technical programs through Knox Technical Center. Our educational environment is committed to preparing students for success.

**Knox Technical Center is looking for a:**

**Position Title:** **Aspire/Adult Diploma Program Instructor (Part-time) for Knox Technical Center** *(Multiple positions may be available.)*  
**Reports To:** Program Coordinator  
**Starting Date:** Immediately **Application Deadline:** Until Filled  
**Compensation:** \$20/hour (part-time does not include benefits)

**Acceptable Education, Training, and Experience:**

- Experience in related field
- Bachelor's Degree preferred
- Teaching experience preferred
- Satisfactory FBI and BCI background check, drug screen, and reference checking

**Description:** Part-time Aspire/ADP Instructor(s). This is a part-time position and does not include benefits.

**Essential Functions Include:**

1. Provides instruction in literacy, Aspire/GED/ADP
2. Applies research-based instructional practices that incorporate the use of computers and other technologies
3. Uses a variety of instructional strategies and tools appropriate to the needs of the student
4. Uses lesson plans that integrate instruction across the content areas
5. Provides continuous feedback and adjusts instruction to maximize student learning
6. Maintains student records
7. Works with colleagues to develop and evaluate curriculum and materials
8. Integrates work, family, and community-related activities into instruction
9. Administers and interprets appropriate placement and diagnostic testing
10. Applies adult education principles and methods in the classroom
11. Collects and manages accurate data for program improvement and accountability
12. Maintains knowledge of program regulations, policy, and procedures

**Please Apply To:**

Send Resume and Application (see link below) to: [ksherer@knoxcc.org](mailto:ksherer@knoxcc.org)/FAX: (740) 397-1659  
Kim Williams, Director  
c/o: Karrin Sherer  
Knox Technical Center  
308 Martinsburg Road, Mount Vernon, OH 43050

Application: <https://form.jotform.com/223195260734152>

*The Knox County Career Center Schools are committed to the equal opportunity for all personnel regardless of race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, military status, disability, or sexual orientation*