



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



**Post Date: April 2, 2026      Application Deadline: Until Filled**

Knox County Career Center Schools is a public school district located in Mount Vernon, Ohio that serves preschool students, over 700 high school students in 20 career technical programs at Knox County Career Center, and adult students in 12 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:**            **Customized Training Instructor (QuickBooks)**  
    **(Part-time) for Knox Technical Center** *(Multiple positions may be available.)*  
**Reports To:**                Customized Training Coordinator  
**Starting Date:**            Immediately  
**Compensation:**            Based on education and experience (part time does not include benefits)

**Acceptable Education, Training and Experience:**

- QuickBooks experience required
- Training or teaching experience preferred
- Other combinations of experience and education that meet the minimum requirements may be substituted
- Satisfactory FBI and BCI background check, drug screen, and reference checking

**Description:**      Part-time Customized Training Instructor(s). Classes and times vary.

**Essential Functions Include:**

1. Identifies community needs and interests for customized training offerings
2. Develops customized curriculum
3. Delivers lesson plans
4. Reinforces learning
5. Evaluates learning
6. Records learner progress
7. Serves as role model
8. Fosters professional relationship with learners and area industry leaders
9. Maintains knowledge of instructional technologies
10. Maintains organized, safe, and clean work environment

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

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.*