



Central Nine Career Center

Adult Education

1999 US Hwy 31 South

Greenwood, IN 46143

317.888.4401 x 222

Serving Adult Education

Students both English

Language Learners and

English Speaking adults

from Johnson County,

Southern Marion County

www.centralnineadulthood.org

Central Nine Career Center Adult Education's mission is to empower adults through excellence in education, career pathways, and life skills to achieve employment success in a diverse society.

Adult Education Full Time English Language Learner Career Navigator

THE OPPORTUNITY

- Work at a great school corporation with Adult Education staff members who are passionate about making a difference in our students lives.
- Make a difference in the lives of students every day.

THE POSITION

The Navigator will play an important role in serving English Learners and immigrants who benefit from additional aid navigating complex US systems, particularly in the workforce space.

- ⇒ Follow all rules, policies, and guidelines of Central Nine Career Center Adult Education as well as state and federal regulations pertaining to Adult Education issues
- ⇒ Maintain confidentiality and privacy regulations
- ⇒ Identify ELL who are actively looking for employment or additional training/education opportunities as they enroll.
- ⇒ Serve as a program expert on credential evaluation and serve as a program liaison for Internationally Trained Professionals.
- ⇒ Collaborate with program IET/WEI personnel to develop and promote short-term career certifications.

YOUR REWARD

Central Nine believes in fully supporting our employees as people and professionals. As our Adult Education English Language Learner Career Navigator for this program you'll receive:

- A supportive team of mentors and colleagues
- Independence to develop your path to success
- Challenges that engage your mind and build you as a professional
- Respect for your priorities on your family and personal life

QUALIFICATIONS

- **High School Diploma or High School Equivalency**
- Ability to develop rapport and demonstrate professionalism with Adult Education students, parents, staff and the community
- Flexibility and the ability to address situations as they arise
- Excellent verbal/written communication skills

Please submit an application and letter of interest detailing your qualifications for the position to:

Michelle Davis, Director of Adult Education mdavis@central9.k12.in.us
<https://centralnineadulthood.org/employment-opportunities/>