

**PLEASE POST**  
**DATE: 7/13/2011**




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## ENRICHMENT INSTRUCTOR

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*Foothills Adult and Continuing Education  
 Part Time / Academic  
 Regional (Northwestern Connecticut) sites*

### **Major Responsibilities:**

- Must submit a course proposal that is complete and accurate
- Follow course description as advertised in the brochure
- Must show up for all dates and times the class is scheduled
- Must be prepared for the class
- Have knowledge of the course being offered
- Be willing to modify the class to the needs of the participants
- Exercise patience and responsibility
- Must complete all hiring paperwork prior to the start of the class
- Sign and return the Enrichment Teacher Contract

The **Enrichment Instructor** works under the supervision of the **Site Coordinator, Program Associate and Assistant Regional Director** in the Foothills Adult and Continuing Education program.

### **Qualifications:**

1. Instructor must possess the skills and knowledge to offer the particular enrichment class and have a desire to share these skills with others
2. Regular and consistent attendance is considered an essential function of this position.

**Application Procedure:** Interested applicants should email their resume to [stack@educationconnection.org](mailto:stack@educationconnection.org) or send a letter of interest plus a resume indicating experience and knowledge relevant to the above requirements to:

Human Resources # 03-12  
 EDUCATION CONNECTION  
 P.O. Box 909  
 Litchfield, CT 06759-0909

**Closing date for application: Date or Position open until filled**  
**Anticipated starting date is: Date or ASAP**

**EDUCATION CONNECTION IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.**

**A copy must be posted in EDUCATION CONNECTION's Danbury and Litchfield Offices.**

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**A Regional Education Service Center**