

Warren County Career Center
3529 N. St. Rt. 48
Lebanon, Ohio 45036

Job Posting

June 1, 2010

POSITION: Adult Education Part Time Computer Training Instructor

REPORTS TO: Director of Adult Education

STARTING DATE: Until Filled

GENERAL DESCRIPTION:

The instructor is responsible for conducting general computer training, including Computer Basics, Microsoft® Word, Microsoft® Access, Microsoft® Excel, Microsoft® PowerPoint, Microsoft® Outlook, Internet Basics, and e-Mail Basics. Instructor must be in keeping with the philosophy and objectives of the Warren County Vocational School District and its adopted Board of Education policies. The training will provide well-planned current instruction which meets the needs of students from business, industry, and various socio-economic backgrounds.

SALARY: Based on Board Adopted Salary Schedule #28

Application may be made by forwarding a letter of interest, resume, transcript, and copy of certification/license to:

**Warren County Vocational School District
Attn: Patti Veroni, HR Specialist
3529 N. St. Rt. 48
Lebanon, Ohio 45036
patti.veroni@mywccc.org**

An Equal Opportunity Employer

Vision

*WCCC is the valued partner of choice within the educational and economic systems of our communities, by providing quality academic and career technical education.
We pave the way for a future of opportunities unique to each of our learners.*

Mission

To prepare youths and adults to make informed career choices and to successfully enter, compete, and advance in a changing world.