



## SKILLS INSTRUCTOR OPPORTUNITY

### Employment Information

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#### **Employer Details**

Name: Albayan Institute  
Address: 22586 Ann Arbor Trail, Dearborn Heights, MI 48127  
Phone: (313) 663-0244  
Email: registration@albayan.org

#### **Job Details**

Position: Skills Instructor  
Location: 22586 Ann Arbor Trail, Dearborn Heights, MI 48127  
Type: Part-time  
Hours: Saturday 11:00am-3:00pm EST

#### **Job Description**

We are looking for a creative, fun, and flexible Skills Instructor to join our team. The Skills Instructor's responsibilities include preparing lessons and providing developmentally appropriate instruction on skill techniques. They should also be able to manage lessons to ensure that learners interact in a supportive and respectful manner.

To be successful as a Skills Instructor, you should be able to encourage creativity and self-expression among children.

#### **Job Responsibilities**

- Planning lessons in accordance with the center's curricula and learning objectives.
- Work closely with a Pedagogist to ensure the lessons are in accordance with the center's curricula.
- Preparing the classroom by gathering and setting up equipment.
- Developing children's knowledge in various techniques that require a learned skill.
- Ensuring that the classroom is clean after each lesson.
- Monitoring inventory and requesting art supplies, as needed.

#### **Qualifications**

- Excellent proficiency in Arabic and English.
- High school diploma or equivalent.
- Effective written and verbal communication skills.
- Effective organizational, problem-solving, and time-management skills.
- Friendly and approachable demeanor.
- Professional appearance, attitude, and work ethic at all times.