

Soft Skills Instructor
Community College of Philadelphia

Direct Link: <https://www.AcademicKeys.com/r?job=269064>

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Posted Dec. 3, 2025, set to expire Apr. 3, 2026

Job Title Soft Skills Instructor
Department All Jobs
Institution Community College of Philadelphia
Philadelphia, Pennsylvania

Date Posted Dec. 3, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Vocational/Technical

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Job Description

Posting Details

Position Information

Position Title: Soft Skills Instructor

Requisition Number: FAC00433

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General Description

The Office of Apprenticeships & School-to-Work Programs at Community College of Philadelphia is in search of experienced and energetic instructors to facilitate soft skills class for 10th -12th graders from the School District of Philadelphia participating in a pre-apprenticeship program through one of many partnership initiatives between the College and the School District. Courses include topics such as critical thinking, problem solving, team building, budgeting, and interpersonal communication skills.

Classes will be held on site at our partner high schools. Schedules will vary between our partner schools, but all classes are held during or right after the school day (between 8:00 AM and 4:00 PM). Each instructor's schedule will be determined between the College, the partner school, and the instructor, based on needs and availability. Curriculum and course materials will be provided. All applicants must have a bachelor's degree and teaching experience, preferably in a high school setting. Interested applicants should submit cover letter and resume and two references.

The Office of Apprenticeships & School-to-Work Programs is housed in the Division of Strategic Initiatives and Community Engagement at Community College of Philadelphia (the College). The goal of the Office of Apprenticeships & School-to-Work Programs is to develop and implement school-to-work pipelines and programs that expose and connect high school students, incumbent workers, and individuals looking to enter new careers to postsecondary and workforce pathways through Pre-Apprenticeships, Apprenticeships, and industry-based trainings. Working closely with industry and K-12 partners and other areas across the College, the offerings within the Office of Apprenticeships and School-to-Work Programs contribute to the awareness and pursuit of postsecondary and workforce credentials that lead to livable wage careers.

Success starts at Community College of Philadelphia. Innovators and difference makers work at Community College of Philadelphia. Diversity thrives at Community College of Philadelphia. We are a college that is committed to promoting a work environment that attracts and retains talented and diverse faculty and staff. We challenge each other and ourselves to achieve at the highest level while contributing to the mission of the College and the betterment of Philadelphia. We value and support an intellectually dynamic community to prepare our students for global citizenship. Join us and become a part of a community that has long been and will continue to be generators of generational change in this city and beyond.

Community College of Philadelphia is an open-admission, associate-degree-granting institution which provides access to higher education for all who may benefit. Its programs of study in the liberal arts and sciences, career technologies, and basic academic skills provide a coherent foundation for college

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transfer, employment and lifelong learning. The College serves Philadelphia by preparing its students to be informed and concerned citizens, active participants in the cultural life of the city, and enabled to meet the changing needs of business, industry and the professions. To help address broad economic, cultural and political concerns in the city and beyond, the College draws together students from a wide range of ages and backgrounds and seeks to provide the programs and support they need to achieve their goals.

*Applicant credentials will be kept on file until the end of the 2023-2024 academic year with the intent to hire additional instructors for the forthcoming semesters.

College Intro

Community College of Philadelphia is an open-admission, predominantly Black institution and a minority-serving institution which provides access to higher education for all who may benefit. CCP's Strategic Plan affirms the College's long-standing commitment to quality, access, affordability and upward mobility while including an emphasis on diversity, equity and inclusion. This plan firmly plants student success at the center of all efforts, establishing the means for each student to achieve their goals.

Teaching faculty are an integral part of the larger Academic and Student Success Division at CCP including Workforce Development or Career Training. The Academic and Student Success Division is a community of learners committed to student success as demonstrated through equitable and measurable outcomes, innovative practices, relevant curriculum, quality learning, and a rewarding student experience. As a minority-serving institution, CCP faculty contribute significantly to our collective efforts to improve student success and eliminate racial equity gaps through the utilization of inclusive and high-quality teaching practices.

Specific Responsibilities

- Deliver provided curriculum, creating an engaging classroom experience while ensuring core course deliverables are met. Provide feedback to students on assignments and in class discussions.
- Demonstrate appropriate use of existing technology to further learning for students. Incorporate instructional technology to support the learning process.
- Communicate effectively, share vision, focus on people, initiate positive change, value differences and foster collaboration. Work with and inspire others to achieve college, department, and individual success. Proactively identify/address problems.
- Establish an inclusive environment in the classroom. Demonstrate an understanding of, and

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sensitivity to, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of the College's faculty, staff and students.

- Manage the learning environment with a student-centered focus. Implement diverse teaching and learning strategies that accommodate the learning styles of students.
- Strive for excellence in teaching, applying best practices in field of discipline, and modeling behaviors that encourage student success and retention. Recognize the unique needs, culture, and context of students and advocates for their learning and well-being.
- Maintain critical documentation including time sheets, student sign-in sheets and attendance records, and necessary documentation for school purposes. Work with Apprenticeships & School-to-Work Team Members in obtaining and maintaining required documents and files.
- Demonstrate a sense of connection and responsibility for helping the College to achieve success through a commitment to its mission, vision, and values.

Minimum Qualifications

- All applicants must have a Bachelor's degree and/or relevant work experience.

Preferred Qualifications

- High School teaching experience is preferred.
- Qualified candidates will have working knowledge of designing and delivering effective in-person instruction. Strong interpersonal skills, a passion for training, and the ability to engage and connect with students are preferred.

Work Location: Main Campus

Benefits Summary

Min Salary/Hourly Rate: \$50.00/hr

Max Salary/Hourly Rate: \$50.00/hr

Position Type: Faculty

Employment Status: Part-Time

Special Instructions to Applicants

Interested candidates should complete an online application.

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- Cover Letter of interest and resume required.
- Name and contact information of 3 references required.
- Employment offers are contingent upon successful completion of background checks in accordance with PA Child Protective Services Law.
- Must be legally eligible to work in the U.S.
- *Community College of Philadelphia is an equal opportunity employer and does not discriminate on the basis of race, sex, sexual orientation, gender identity, religion, color, national or ethnic origin, age, disability, status as a Vietnam Era Veteran or disabled veteran or any other status protected by law, in matters pertaining to employment.*

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. * How did you first learn about this employment opportunity?
 - Community College of Philadelphia Website
 - Careerbuilder.com
 - HigherEdJobs.com
 - LinkedIn
 - The Chronicle
 - Job Fair
 - Indeed.com
 - HireVeterans.com
 - HERC - Higher Education Recruitment Consortium
 - CCP - Faculty Recruiting Event
 - Other
2. * If your answer to the above question is Other, please note the source below. If this question does not apply to you, enter N/A.

(Open Ended Question)

3. * What is the highest level of education you have completed?
 - No Response
 - High School/GED
 - Associates Degree

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- ☐ Bachelor's Degree
 - ☐ Master's Degree
 - ☐ Doctorate
 - ☐ Other
4. * Do you have high school teaching experience?
- ☐ Yes
 - ☐ No
5. * Do you have strong interpersonal skills, a passion for training, and the ability to engage and connect with students?
- ☐ Yes
 - ☐ No
6. * Do you have working knowledge of designing and delivering effective in-person instruction?
- ☐ Yes
 - ☐ No

Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter/Letter of Application

Optional Documents

1. References

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Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact Abby Ametrano Aametrano@ccp.edu

All Jobs

Community College of Philadelphia

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