

Angel of God Resource Center, Inc.
Job Description for Insurance Life & Health/Property/Casualty Instructor

Position Title: Insurance Instructor

Reports to: Project Director

Candidates will be considered for day, evening, and weekend sessions. Insurance instructors are ambassadors for both Angel of God Resource Center, Inc. and for the insurance industry, as most learners' first introduction to the business is through the experienced eyes of their instructor.

Instructors must be dynamic, positive, and encouraging to learners. Instructors teach insurance related subjects at the post-secondary/college level to students who are high school graduates, and also teach advanced continuing education subjects to learners who have obtained their license and are required to complete additional education.

Job Responsibilities:

- To provide instruction to candidates of the Financial Services Program for Life, Health, and Property and Casualty.
- Teaching, presenting lectures, and conducting discussions to increase students' knowledge and competence, utilizing visual aids such as electronic audio-visual equipment, whiteboards, graphs, charts, diagrams, etc.
- Prepare reports and maintain records such as student grades, attendance rolls, and training activity details, in compliance with state laws and school policies.
- Observe and evaluate students' work to determine progress, provide feedback, and make suggestions for improvement.
- Administer oral, written, or performance tests to measure progress and to evaluate training effectiveness.
- Enforce school policies and state regulations.
- Promote other Angel of God Resource Center programs to other students.
- Experience and Education:
 - Instructors must meet and maintain an Illinois State Insurance License.
 - At least 5 years of significant insurance industry experience.
 - Significant knowledge and understanding of Illinois insurance laws and industry practices.
 - An insurance designation (CIC, CPCU, CLU) (preferred, but not mandatory).
 - Significant teaching experience (does not have to be insurance education).
 - Other duties as assigned.

Skills

- Instructing - Teaching others how to do something.
- Speaking – Talking to others to convey information effectively.
- Reading Comprehension – Understanding written sentences and paragraphs in work related documents.

- Active Listening – Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Active Learning – Understanding the implications of new information for both current and future problem-solving and decision-making.
- Learning Strategies – Selecting and using training/instructional methods and procedures appropriate for the situation when learning or teaching new things.
- Service Orientation – Actively looking for ways to help people.
- Social Perceptiveness – Being aware of others' reactions and understanding why they react as they do.
- Mathematics – Using mathematics to solve problems, and the ability to teach insurance math concepts and problems to students.
- Operation and Control – Controlling the operations of audio visual presentation equipment, classroom tidiness and security, etc.

Attributes

- Oral Expression – The ability to communicate information and ideas in speaking so others will understand.
- Speech Clarity – The ability to speak clearly so others can understand you.
- Oral Comprehension – The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Written Comprehension – The ability to read and understand information and ideas presented in writing.
- Written Expression – The ability to communicate information and ideas in writing so others will understand.
- Problem Sensitivity and Solving – The ability to tell when something is wrong or to anticipate when something is likely to go wrong, coupled with the ability to solve problems efficiently.
- Deductive Reasoning – The ability to apply general rules to specific problems to produce answers that make sense.
- Bi-Lingual in Spanish and English a plus.
- Physical Requirements:
- Ability to maintain a high energy level and conduct a dynamic presentation for extended periods of time, often exceeding 10 hours per day.

Qualifications

Must be licensed as an Illinois insurance Producer in good standing. candidate should have a very flexible schedule.

Tutoring: 1 year (Preferred); Education: Bachelor's (Preferred); License: Insurance License (Required)