

## **ADULT BASIC EDUCATION- ADJUNCT INSTRUCTOR (EVENINGS)**

Hammond Area Campus

### **Job Announcement**

Northshore Technical Community College – Hammond Area Campus is accepting applications for two (2) part-time, unclassified, temporary evening adjunct instructor positions.

**Applications will be accepted until positions are filled, with preference being given to those received on or before July 30, 2021.**

**All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.**

**To apply please submit: (1) a letter of application, (2) a resume and (3) official transcript (no copies, will accept e-scripts) For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:**

**Attention: Hiring Manager  
Northshore Technical Community College  
65556 Centerpoint Boulevard  
Lacombe, LA 70445  
Telephone number: 985-545-1215  
Email: [resumes@northshorecollege.edu](mailto:resumes@northshorecollege.edu)**

### **QUALIFICATIONS:**

**Required:** Bachelor's Degree from a regionally accredited college or university in the discipline or closely related field (Education, Special Education, Adult Education) OR Bachelor's Degree that includes 15 credit hours in the Teaching discipline.

**JOB SUMMARY:** Responsible for providing academic instruction up to the college level. Areas of instruction include the following: Reading, English, Mathematics, Social Studies, Science, English as a Second Language, preparation for the HiSet Exam.

### **RESPONSIBILITIES:**

- Instructional/Teaching Performance
  - Utilize innovative, effective, and equitable teaching techniques
  - Develop lesson plans based on entrance testing, using CBT or PBT testing
  - Follow course syllabi and outlines o Lead classroom instruction; provide feedback, grade in-class assignments, and direct student learning using available technology

- Maintain time on task
- Receive favorable student evaluations of instruction
- Meet deadlines related to this function.
- Instructional Development
  - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials under the direction of the Lead Instructor
  - Assist Director and Lead Instructor in preparation of ABE Course Schedules
  - Participate in curriculum meetings
  - Meet all deadlines related to this function
- Program/Instructional Management
  - Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
  - Meet all deadlines related to this function
- School or Classroom Management
  - Practice appropriate safety precautions
  - Maintain student discipline
  - Meet all deadlines related to this function
  - Maintain accountability of all assigned books, equipment, and supplies
- Student Guidance/Advising Activities
  - Provide career counseling and academic advising
  - Follow LCTCS IPI instructions to insure timely completion of a program of studies.
  - Serve special populations o Make appropriate referrals to students with special needs
  - Maintain appropriate number of students in class and in program
  - Meet all deadlines related to this function • College and/or Community Services
  - Participate in recruitment activities, i.e. career fairs, etc.
  - Assist Adult Education Director with program accreditation/certification or program licensure requirements
- Provide service to the College that may include some of the following activities:
  - Serve on or chair committees
  - Conduct or coordinate teaching consultant activities f
  - Facilitate workshops
  - Teaching consultant activities
  - Assist Adult Education Director with new or revised program proposals
  - Serve on College committees as required
- Provide service to the community that may include:
  - Participate in charity or community activities
  - Meet all deadlines related to this function
- Professional Activities, Leadership, and Service –
  - Participate in professional development activities that may include:
    - Membership in professional organizations
    - Serve on a Board or in an Office of professional association
    - Present a paper or facilitate a workshop at a professional conference
    - Participate in a Leadership Academy
    - Serve on an external institutional or program accreditation team

- Participate in industry visits
- Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
- Meet all deadlines related to this function
- Perform other related duties as assigned

**SPECIAL SKILLS AND ABILITIES:**

1. **Skills/Abilities:** Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills.
2. **Equipment Used:** Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)
3. **Software Used:** A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

**PHYSICAL REQUIREMENTS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**INTERPERSONAL SKILLS:** Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

**WORKING CONDITIONS:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate

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**Northshore Technical Community College is an Equal Opportunity Employer**

In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.