WorkReady U Distance Learning Coordinator/Instructor

Campus to be Determined

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position. **This is a grant-funded position. Should the grant funds no longer be available and an alternate funding source is not determined, then the position may be terminated.**

Applications will be accepted until position is filled, with preference being given to those received on or before September 3, 2022.

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 to (for transcript to be considered official, it must be sent directly from the school/college/university to Human Resources) :

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1262
Email: resumes@northshorecollege.edu

SUMMARY:

The WorkReadyU Distance Learning Coordinator/Instructor will design, instruct and facilitate Adult Basic Education learning opportunities for qualified adult learners in an online and/or distance learning environment both synchronous and asynchronous. These classes will prepare students for college and career readiness, digital literacy skills, and high school equivalency attainment. This position may require virtual (synchronous) meetings with students during the evenings and/or possibly weekends.

QUALIFICATIONS:

Required: Bachelor’s Degree from a regionally accredited college or university with three years of experience in teaching, training, advising and/or counseling. Preferred: one year of experience in instructional design/ teaching online (and) one- year experience in Adult Basic Education instruction.

OVERVIEW OF RESPONSIBILITIES:

Establishing, developing, and continually improving the NTCC WorkReady U – Adult Education distancing learning program with considerations toward adult learning methodologies, barriers facing adult basic education students and instructional learning design.

Works with the NTCC WorkReadyU– Adult Education Director and the LCTCS WorkReadyU staff to determine the most effective LCTCS WorkReadyU approved distance learning
curriculum and format and implements curriculum based on College and Career Readiness Standards, the Octae Employee Ability Framework and Digital Literacy standards.

Reviews and recommends purchases for distance learning curriculum, supplies, and equipment needed to scale and support the Distance Learning program.

Coordinates and facilitates recurring NTCC WorkReadyU online new student orientations and student onboarding with appropriate distance learning platforms.

Encourages and supports students’ transition into post-secondary training, college and career pathways in collaboration with the NTCC WorkReadyU- Transition Coordinator and the NTCC Director of Career Services.

Stays current with instructional design methodology, and adult basic education instructional design and online program offerings in consultation with the WorkReadyU- Adult Education Director and NTCC Director of Online Learning.

Coordinates and manages data entry via the LCTCS Student Information System and in collaboration with NTCC WorkReadyU Lead Faculty and LTCS WRU data team members.

Completes other Distance Learning related duties as assigned by the NTCC WorkReadyU- Adult Education Director.

**Instructional**

Responsible for facilitating synchronous and asynchronous learning for adults in the pre-High School Equivalency and High School Equivalency subject areas including Language Arts-Reading, Mathematics, Language Arts Writing, Science, and Social Studies with a focus on contextualized learning, college preparation, and career preparation.

Uses a variety of instructional methods, materials, and techniques to improve student mastery of college and career readiness standards and digital literacy standards.

Responsible for administering online TABE tests, coordinating in-person TABE tests to NTCC WRU online enrolled students, and ensuring students earn a minimum of 40 hours of attendance time between pre-tests and post-tests.

Follows all policy set forth by the WorkReadyU Adult Education Director to measure student educational gains, attendance, and attainment of goals. Keep distance learning attendance and participation records and progress reports. Maintains accurate, complete, and up-to-date records.

Performs other duties as assigned.

**Program/Instructional Management**

Maintain appropriate student records, i.e. test scores, attendance, placement, completion, and applicable industry-based credentials

Conduct in-house Audit of records using the LCTCS Program Monitoring guide under the direction of the WorkReadyU - Lead Instructor and/or WorkReadyU – Adult Education Director.
Meet all deadlines related to this function

**Student Guidance/Advising Activities**
Integrates Career Readiness and Workforce Essential skills into learning activities

Serves special populations

Makes appropriate referrals to students with special needs to college and community resources

Maintains appropriate number of students in class

Meets all deadlines related to this function

**College and/or Community Services**
Participate in recruitment activities, i.e. career fairs, community events, etc.

**Provide service to the College that may include some of the following activities:**
Serve on committees

Conduct or coordinate teaching consultant activities

Facilitate workshops

Teaching consultant activities

Collaborate with the WorkReady U -Adult Education Director with new or revised program proposals affecting distance education

**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 primarily LAPCAE and/or COABE

Present a paper or facilitate a workshop at a professional conference

Participate in approved professional development conferences for Adult Basic Education, and Instructional Design/Virtual Learning.

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 student related and work-related information and materials. Must have skills in classroom and virtual technology – digital literacy, Smart Boards, etc. Must establish and maintain effective working relationships. Excellent customer service skills.

2. **Equipment Used:** Personal Computer/ laptop 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. Employee must have intermediate proficiency in in the use of Microsoft Office Suites, Microsoft Teams, and learning management systems.

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.

Exhibit qualities of emotional maturity, genuineness, self-confidence, common sense, judgment, fairness, creativity, discretion, decisiveness, political savvy, diplomacy, tact, resiliency, adaptability, course of convictions, and tolerance for ambiguity.

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.

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.