ADULT BASIC EDUCATION- ADJUNCT INSTRUCTOR
Hammond Area Campus

Job Announcement

Northshore Technical Community College is accepting applications for a part-time, unclassified adjunct instructor position domiciled at the Hammond Area Campus.

Applications will be accepted until positions are filled, with preference being given to those received on or before September 4, 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 (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: 985-545-1262
Email: resumes@northshorecollege.edu

QUALIFICATIONS:

JOB SUMMARY: Responsible for providing academic instruction up to the college level. Areas of instruction include the following: Reading, English, Mathematics, Social Studies, Science, preparation for the HiSet Exam with a focus on College and Career Readiness, and Workplace skills.

Required: Bachelor's Degree from a regionally accredited college or university with experience in teaching, training and/or counseling adult learners. Preferred teaching experience in an Adult setting, K-12 setting, or Special Education setting.

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 to Lead classroom instruction;
Provide feedback, grade in-class assignments, and direct student learning using available technology
Maintain time on task
Meet deadlines related to this function.

• **Instructional Development**
  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, etc.
  Conduct in-house audit of records using the LCTCS WRU Monitoring Guide under the direction of the Lead Faculty and/or Director
  Maintain up to date LCTCS WRU Policy Binder in each classroom
  Meet all deadlines related to this function

• **School or Classroom Management**
  Practice appropriate safety precautions
  Maintain student discipline
  Maintain accountability of all assigned books, equipment, and supplies
  Meet all deadlines related to this function

• **Student Guidance/Advising Activities**
  Provide career counseling and academic advising
  Follow LCTCS IPI instructions to ensure timely completion of a program of studies.
  Serve special populations and 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.

• **Provide service to the College that may include some of the following activities:**
  Serve on or chair committees
  Conduct or coordinate teaching consultant activities
  Facilitate workshops
  Teaching consultant activities
  Assist Adult Education Director with new or revised program proposals

• **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 professional development conferences including but not limited to LCTCS, LCTCS-WorkReadyU, Lapcae or COABE
  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.