CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT
Adjunct Instructor (Evenings) – Adult Education
Lamar Salter Campus

CLTCC seeks a well-qualified, highly motivated individual to fill the part-time/adjunct position of Adult Basic Education Instructor at the Lamar Salter Campus in Leesville, Louisiana. Reporting to the Assistant Director of Adult Education, the Adult Basic Education Instructor at the Lamar Salter Campus provides instructional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics with the purpose of increasing the students’ educational functioning levels and also preparing these students to obtain their high school equivalency diploma or HiSET. The Adult Basic Education Instructor will also provide instructional services to English language learners who are adults, including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Instructional services include those covering literacy and English language acquisition and those regarding the rights and responsibilities of citizenship and civic participation. This position is scheduled to work 6 hours per week.

Duties and Responsibilities:
- Enrolls students and provides program orientation.
- Responsible for teaching Adult Basic Education, high school equivalency (HiSET) preparation, and English as a Second Language, and Civics/Citizenship courses using instructional methods geared toward the adult learner in a classroom setting.
- Teaches English language acquisition.
- Responsible for teaching Adult Basic Education, and high school equivalency preparation courses using instructional methods geared toward the adult learner in a classroom setting.
- Plans lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepares students to pass the HiSET and/or enhance basic education skills.
- Responsible for teaching workforce preparation skills to students.
- Responsible for teaching the HiSET test areas (reading, writing, social studies, science, and math) or adult basic education skills areas (writing, math, language).
- Plans and prepares relevant and practical classroom lessons and monitors student’s performance.
- Provides instructional services in community education, which may include digital literacy, health literacy, financial literacy, and workforce preparation skills.
- Implements a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to accomplish goals.
- Makes use of online instructional programs to supplement in-class instructional delivery.
- Performs all aspects of student intake and orientation, including placement testing using the TABE and CASAS assessments.
- Creates a climate that encourages and supports learning.
- Enrolls and registers new students into the Adult Education Program.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Assists with and promotes student transitions into the workforce and postsecondary education through programs such as Integrated Education & Training (IET) or the “Five for Six” Scholarship Program.
- Administers the Official HiSET Practice Test (OPT) to students.
Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data to data-entry staff for National Reporting System (NRS) input.

- Responsible for effective classroom management that enhances student learning.
- Upon employment, must successfully complete the WorkReady U Instructor’s Certification Course (if not already WorkReady U certified).
- Performs other duties as assigned by the Director or Assistant Director of Adult Education.

**Knowledge of:**
- Teaching and learning strategies
- Knowledge of applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
- FERPA
- Upon employment, must successfully complete the WorkReady U Instructor’s Certification Course (if not already WorkReady U certified).

**Required Minimum Qualifications:**
- Bachelor’s Degree from an accredited college or university (in any field);
- Demonstrated commitment to teaching and learning;
- Demonstrated proficiency in oral and written English;
- Basic Computer knowledge of Microsoft Office, Excel, and PowerPoint.

**Preferred (Desired) Qualifications:**
- Master’s Degree from an accredited college or university (in any field);
- Training in Adult Education or experience in working in an Adult Education/HSE program;
- WorkReady U experience;
- Three (3) years of teaching experience;
- Elementary, Middle School, High School Teacher Certification education endorsement preferred but not required;
- Strong communication skills, including both written and oral, with an ability to prioritize, negotiate, and work with a variety of personalities;
- Experience with traditional and non-traditional students from diverse backgrounds.

**Compensation:**
Adjunct Instructor Compensation is $25/hour

This position is a grant funded position and the continuation of the position is dependent upon funding availability.

**Application Instructions:**
- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.
Submit documents to: yalandataylor@cltcc.edu

Positions will remain open until filled.

Central Louisiana 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: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation 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.

Title IX Coordinator/ADA/Section 504 Coordinator:
(318) 487-5443
4311 South MacArthur Drive
Alexandria, LA 71302