CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Adult Education Paraeducator (Part-Time)

CLTCC seeks a well-qualified, highly motivated individual to fill the part-time position of Adult Education Paraeducator at the Alexandria Main Campus. Reporting to the Assistant Director of Adult Education and working with Adult Education Site Coordinator/Instructor at the Alexandria Main Campus, the Adult Education Paraeducator provides instructional and support services to adults and youths who are out of school in basic skills with the purpose of increasing the students’ educational functioning levels and also preparing these students to obtain their high school equivalency diploma or HiSET. This position will be domiciled at the Alexandria Main Campus and is scheduled to work a maximum of 28 hours per week.

Duties and Responsibilities:

- Enrolls students and provides program orientation.
- Provides placement testing of students using CASAS and TABE.
- Prepares permanent and student working files.
- Keeps program permanent files up to date and secure.
- Provides individualized tutoring, mentoring, and counseling to students.
- Assists students with HiSET test registration.
- Responsible for initial student contact; expected to help register students for assessments.
- Responsible for entering all adult education student data, benchmarks, goals, etc. into the WorkReady U Data Management System in a timely manner.
- Helps monitor attendance of students enrolled under age waivers.
- In the classroom, works with instructors to ensure that student data is accurately maintained.
- Monitors and responds to WorkReady U inquiries in WRU Prospect Database.
- Prepares electronic purchase requisitions for instructional supplies used in the classroom.
- Answers phone calls and provides program information to interested parties.
- Greets students and the general public.
- Facilitates general instructional site and classroom organization.
- Assists with maintaining a professional and respectful learning environment.
- Assists with recruiting and retention efforts.
- Maintains student confidentiality at all times and follows all FERPA policies.
- Maintains inventory of instructional materials.
- Attends professional development events and training sessions as requested.
- Follows program policies and procedures.
- Works with site team to ensure program success.
- 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:
- High School Diploma or High School Equivalency Diploma/GED;
- Demonstrated proficiency in oral and written English;
- Basic Computer knowledge of Microsoft Office, Excel, and PowerPoint;

Preferred (Desired) Qualifications:
- Associate’s Degree in Education, Adult Education, Developmental Studies, Accounting, or closely related field;
- Experience with traditional and non-traditional students from diverse backgrounds;
- Strong computer skills especially in Microsoft Office, Excel, and PowerPoint

Compensation:
Para-educator compensation is $12.50/hour - $15.00/hour depending on qualifications.

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