CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Adjunct Instructor (Evenings) – Adult Education

Forest Hill Site

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site in Natchitoches; 7) the Sabine Valley Site in Many and 8) the Ferriday Site in Ferriday.

Summary:

CLTCC seeks a well-qualified, highly motivated individual to fill the part-time/adjunct position of Adult Basic Education Instructor at the Forest Hill Site in Forest Hill, LA. Reporting to the Assistant Director of Adult Education, the Adult Basic Education Instructor at the Forest Hill Site 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 – 12 hours per week (evenings).

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 (ELA).
- 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 Test of Adult Basic Education (TABE) and Comprehensive Adult Student Assessment System (CASAS) assessments.
• Creating 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.
**Additional Requirements:**

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

**Application Instructions:**

Applicants for this position should submit:

1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Names and contract information for three work-related references to:

Human Resources  
CLTCC  
516 Murray Street  
Alexandria, LA 71301

Or via email: hr@cltcc.edu

Applications will be accepted until position is filled.

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*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.*