JOB ANNOUNCEMENT
Adult Education Instructor (FT/12-Month)
Alexandria Main Campus

CLTCC seeks a well-qualified, highly motivated individual to fill the full-time, 12-month position of Adult Education Instructor at the Alexandria Main Campus in Alexandria, LA. Reporting to the Assistant Director of Adult Education, the Adult Education Instructor at the Alexandria Main 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. Duties include intake counseling, orientation, pre and post assessment of students, and instruction to adults and youths who are out of school in basic skills such as reading, writing and math as well as other HISET test areas and workforce preparation skills.

Duties and Responsibilities:

- Provides instruction to students enrolled in the site’s adult education program.
- 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 teaches lessons to help students gain the knowledge and skills they need to meet their goals, such as getting their high school equivalency diploma (HiSET).
- Assists with outreach and recruitment efforts targeting both ABE/ASE and Adult Education Career Pathways (Five for Six and Integrated Education & Training) students.
- Assists with day to day operation of Adult Education Career Pathways Program on campus (Five for Six and Integrated Education & Training).
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Performs all aspects of student intake and orientation, including placement testing using the TABE and CASAS assessments.
- Plans and prepares relevant and practical classroom lessons and monitors student’s performance.
- Plans and teaches lessons to help students gain the knowledge and skills they need to meet their goals, such as getting their high school equivalency diploma (HiSET).
- Responsible for teaching the HiSET test areas (reading, writing, social studies, science, and math) or adult basic education skills areas (writing, math, language).
- Teaches workforce preparation skills to Adult Education students.
- 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 includes large group, small group, individualized & contextualized instruction as well as computer programs that help students make learning gains.
- Makes use of online instructional programs to supplement in-class instructional delivery.
- Assists AED Paraeducators in assessing incoming students’ educational level and skills before entering the high school equivalency program.
- Helps students develop study skills, monitors progress toward their goals, and challenges students to overcome his/her weaknesses.
- Connects students to other resources in their community, such as mental health services or job placement services.
- Performs periodic benchmark evaluations on students to determine their progress and potential to go on to the next level or take the HiSET test (post-testing).
Provides instructional and programmatic services while maintaining compliance with Louisiana Community & Technical College System assessment requirements and standards.

Consults with program leadership to ensure that appropriate instructional materials are used, and policy being followed in the classroom.

Collaborates with college staff to support AE student recruitment, retention, and transition to post-secondary education. Provides transitional counseling services to students.

Enrolls and registers students into the Adult Education Program.

Ensures appropriate departmental records are maintained; prepares various reports as needed.

Ensures that local, federal, and state policies and procedures are adhered to.

Monitors and responds to WorkReady U inquiries in WRU Prospect Database.

Upon employment, must successfully complete the WorkReady U Instructor’s Certification Course (if not already WorkReady U certified).

Occasional evening and weekend work and overnight travel may be required.

Performs other duties as assigned.

Knowledge of:

- Teaching and learning strategies
- Applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
- WorkReady U Adult Education Data Management System.
- Teaching and learning strategies.
- Basic computer knowledge required.

Demonstrated Ability to:

- Plan and implement new programs.
- Effectively supervise personnel.
- Manage day to day operations.
- Keep current with, interpret and apply applicable rules, regulations, policies and procedures relating to Adult Basic Education.
- Effectively use technology and computer software programs, including MS Office.
- Organize and manage individual and team projects.
- Promote collegiality, staff cohesiveness and the core values of the institution.
- Analyze, problem-solve, negotiate and make decisions.
- Work with a diverse population.

Skills:

- Excellent written, oral presentation, and interpersonal communication skills.
- Management, organizational, and supervisory skills.
- Superior team-building skills to build trust with others in a rapidly changing environment.

Required Minimum Qualifications:

- Bachelor’s Degree from an accredited college or university;
- Experience and/or expertise in instructional/classroom technology;
- 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 in Education, Counseling, or closely related field;
- Training in Adult Education or experience in working in an Adult Education/HSE program;
- 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;
• Project management experience;
• Experience with traditional and non-traditional students from diverse backgrounds.

Compensation:  
$36,000 - $46,000

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

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) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4) 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 accepted until position is filled

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