CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE
JOB ANNOUNCEMENT
Adult Education Site Coordinator/Instructor
Lamar Salter Campus

CLTCC seeks a well-qualified, highly motivated individual to fill the full-time position of Adult Basic Education Site Coordinator/Instructor at the Lamar Salter Campus in Leesville, LA. Reporting to the Assistant Director of Adult Education, The Adult Education Site Coordinator/Instructor 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 preparing these students to obtain their high school equivalency diploma (HiSET) and transition into postsecondary education or the workforce. The Adult Education Site Coordinator/Instructor is responsible for taking the lead in making sure the instructional site meets performance targets.

Duties and Responsibilities:
• 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 preparing them to obtain their high school equivalency diploma (HiSET).
• Follows all regulations according to LCTCS policies, grant parameters, educational plans, and student goals.
• Maintains and provides appropriate accountability records and reports.
• Continues professional development and networking with other Adult Education colleagues.
• Adapts materials when needed for the benefit of the individual student or group of students.
• Maintains student confidentiality at all times and follow FERPA policies.
• Responsible for promoting a positive environment in the professional demeanor.
• Responsible for teaching workforce preparation skills to students.
• Performs other duties as assigned by the Director of Adult Education.

Knowledge of:
• 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;
- 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;
- Elementary, middle school, or high school state or national teacher certification preferred but not required;
- Three (3 years) of teaching experience;
- Training in Adult Education or experience in working in an Adult Education or high school equivalency diploma program;
- Experience with traditional and non-traditional students from diverse backgrounds;
- Experience and/or expertise in instructional/classroom technology;
- Project management experience

Compensation:
$39,000 - $46,000

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

Additional Requirements:
A valid Louisiana Driver’s License (travel may be required)
Proof of motor vehicle insurance

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) 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 contact information for three work-related references to:
   Via email to: 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.