CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Adult Education Instructor (FT – 12-month)

Fort Polk Education Center Site

CLTCC seeks a well-qualified, highly motivated individual to fill the full-time, 12-month position of Adult Education Instructor at the Fort Polk Education Center Site in Fort Polk, LA (Vernon Parish). Reporting to the Assistant Director of Adult Education, the Adult Education Instructor at the Fort Polk Education Center 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 preparing these students to obtain their high school equivalency diploma (HiSET) and transition into postsecondary education or the workforce. 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. This position will be based on a military installation (Fort Polk Education Center) and will work with students participating in the Basic Skills Education Program (BSEP). Duties include helping adults improve their reading comprehension, vocabulary, and math scores on the AFCT/ASVAB and TABE tests. Improvement of these scores is directly related to promotion opportunities and increased career options.

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.

Required Minimum Qualifications:

• Bachelor’s Degree Required

Preferred (Desired) Qualifications:

• Master’s Degree Preferred

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

In accordance with LCTCS (Louisiana Community and Technical College System) 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 contract information for three work-related references to:

Via email to: hr@cltcc.edu

Applications accepted until the position is filled

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