JOB DESCRIPTION

Adult Education Site Coordinator/Instructor
Avoyelles Parish

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 or HiSET. Duties cover all aspects of the local adult education program which includes 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 domiciled at the CLTCC Ward H. Nash Avoyelles Campus in Cottonport.

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).
• Follow 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 skill to students.
• Required to teach classes at multiple locations when necessary.

Required Minimum Qualifications:

• Bachelor’s Degree Required

Preferred (Desired) Qualifications:

• Master’s Degree Preferred

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.
Compensation:
$40,000 - $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 contact information for three work-related references

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.