

<i>Job Title</i>	INSTRUCTOR
<i>Department</i>	ADULT EDUCATION
<i>Reports To</i>	DEAN OF ADULT EDUCATION

**EMPLOYMENT TERMS:**

*Full-Time: Salary or Part-time: Hourly*

**QUALIFICATIONS:**

<i>Education</i>	Bachelor Degree from an accredited post-secondary institution.
<i>Experience</i>	Must have at least three to five years paid work experience teaching K-12 or Adult Education classes; Must have a strong understanding of Standards Based Classroom. Must be proficient at lesson planning and differentiated instruction. Must have a strong understanding of K-12 reading, writing, and math skills including Algebra and Geometry; Must have the ability to plan, organize, and coordinate work assignments. Must be computer literate (i.e., proficient with Microsoft Office). Must have the ability to meet deadlines for weekly reports and implementing good time management skills in the classroom. Must be able to attend staff meetings, local staff developments, and required training.
<i>Desirable Skills</i>	Teaching experience at the middle or high school level, classroom management experiencing, technology savvy, counseling capabilities, and effective communication skills.

**PRIMARY DUTIES:**

Identify student goals based on individual pre-assessments. Teach Adult Education classes that consist of reading, math, science, social studies, and language skills based on the individualized learning needs of students. Deliver effective Adult Education instruction based on Standards Based Instruction. Plan, develop, and implement lessons that require the use of higher order thinking skills. Develop individualized student education plans for each participant in the program and post-test students after. Submit student attendance weekly. Monitor student data weekly. Must be willing to work a flexible schedule to accommodate students. Other duties as assigned.

**APPLICATION DEADLINE:**

Applications are submitted **on-line only** at [www.augustatech.edu](http://www.augustatech.edu).

**TRANSCRIPT REQUIREMENTS**

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required

**CONTACT**

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or [srouse@augustatech.edu](mailto:srouse@augustatech.edu)

**SALARY**

*Commensurate with education and experience.*

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