



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College has remained dedicated to promoting educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies, accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA, is a regional center for medicine, biotechnology, and cybersecurity. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Adjunct Adult Education Instructor

Job Code: 10214

Campus Location: Multiple Sites, including Online

Salary: \$23 Per Hour

JOB SUMMARY

The **Adjunct Adult Education Instructor** is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives.

MINIMUM QUALIFICATIONS

- A Bachelor's Degree from an accredited post-secondary institution is required
- Must be able to attend staff meetings, local staff developments, and required training.

PREFERRED QUALIFICATIONS

- At least three to five years of paid work experience teaching K-12 or Adult Education classes
- Teaching experience at the middle or high school level
- Classroom management experience

COMPETENCIES

- The ability to meet deadlines for weekly reports and implement good time management skills in the classroom.
- The ability to plan, organize, and coordinate work assignments
- A strong understanding of K-12 reading, writing, and math skills, including Algebra and Geometry
- Proficient at lesson planning and differentiated instruction
- A strong understanding of Standards-Based Classroom
- Technology savvy (i.e., proficient with Microsoft Office)
- Counseling capabilities
- Excellent customer service and human relations skills.

MAJOR DUTIES

Under general supervision:

- Identify student goals based on individual pre-assessments.
- Provide instruction face-to-face and virtually.
- 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: The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents, including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government, including any Workforce



Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships, and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

10/2025