

<b>Job Title</b>	<b>OFF SITE INSTRUCTIONAL COORDINATOR</b>
<b>Department</b>	ADULT EDUCATION
<b>Reports To</b>	DEAN OF ADULT EDUCATION

#### EMPLOYMENT TERMS:

<i>Part Time - Hourly</i>
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#### QUALIFICATIONS:

<b>Education</b>	Bachelor Degree from an accredited post-secondary institution.
<b>Experience</b>	Must have experience instructing Adults and Leading Professional Developments. 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; 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. Must be able to attend staff meetings, local staff developments, and required training.
<b>Desirable Skills</b>	Leadership experience or teaching experience at the middle or high school level, classroom management experiencing, technology savvy, counseling capabilities, and effective communication skills.

#### PRIMARY DUTIES:

Travel to all Adult Education Sites in Burke, Columbia, Lincoln, McDuffie, and Richmond Counties (to include Correctional Facilities), Conduct at least 4 observations per month and provide feedback, Monitor lesson plans, Make sure instruction is appropriate for levels taught. Provide feedback, Prepare and submit State Professional Development Packets and make sure they are stored properly, Help lead professional developments, Monitor Khan Academy hours for each month, Conduct student evaluations every term, Assist in training new instructors, Assist with GALIS inputting as needed, Assist with TABE Online as needed, Assist with monitoring application goals, Facilitate implementation of Aztec Learning Software, Facilitate implementation of Northstar Digital Literacy. Other duties as assigned.
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#### APPLICATION DEADLINE:

Applications are submitted <b>on-line only</b> at <a href="http://www.augustatech.edu">www.augustatech.edu</a> .
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#### TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. <b>Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>.</b>
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#### PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required (Conducted by Augusta Technical College)
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#### CONTACT

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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#### SALARY

<i>Hourly</i>
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