# POSITION ANNOUNCEMENT

**POSITION:** Part Time Adult Education Instructor, Paulding

**POSITION DESCRIPTION:** Part-time position. Under supervision of the Director(s) of Adult Education, teaches subject areas contained in the HSE Tests. Prepares lesson plans that are aligned with College and Career Readiness Standards. Provides learner guidance to students. Evaluates students' progress in attaining goals. Prepares and maintains required documentation and reports. Plans, organizes and participates in Chattahoochee Technical College and Office of Adult Education staff development. Maintains a secure classroom environment. The work schedule for this position will depend on the need and openings, but could be mornings or evenings.

# MINIMUM QUALIFICATIONS:

* Educational Level: A Bachelor’s degree from a regionally accredited four-year college or university preferably in education, math, science, business or a related field.
* Teaching and classroom management experience at the secondary or post-secondary level.

# PREFERRED QUALIFICATIONS

* Experience working with High School Equivalency (HSE) preparation students in an open- entry, multi-level classroom.
* Experience in administering standardized tests.
* Knowledge and experience in teaching content for HSE.

**SALARY/BENEFITS:** Salary is $22.50 per hour for approximately 9.5-27 hours per week. There are no State of Georgia benefits associated with this position.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu.](http://www.chattahoocheetech.edu/) Fill out an online application and upload resume, cover letter, and college transcripts (transcripts may be unofficial at this time). Candidates who do not submit a current resume and cover letter will not be considered. Before a candidate is hired, a pre-employment criminal background investigation and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Anticipated start date: Ongoing

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC’s website [(www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Cshereida.austin%40chattahoocheetech.edu%7C848e414b7f88429d188908d8ef129b16%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522210499865097%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=CrCny4cJJZoaBnMxTtjjB1mhjLL7U33Hhl8g0cgwQr0%3D&reserved=0)). As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 S Cobb Drive, C 1102B, Marietta, GA 30060, 770-975- 4023, [Shanequa.Warrington@chattahoocheetech.edu](mailto:Shanequa.Warrington@chattahoocheetech.edu) and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu*.*](mailto:Caitlin.Barton@chattahoocheetech.edu)

***A Unit of the Technical College System of Georgia.***