**POSITION ANNOUNCEMENT**

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

**POSITION DESCRIPTION:** Part-time position. Under supervision of the Associate Director of Adult Education, teaches subject areas contained in the Best Literacy, Best Plus 2.0, and/or the TABE Clas-E Tests: Deliver effective instruction in reading, writing, speaking, and listening as well as in ESL Civics, workplace skills, and American culture.

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 is Tuesday and Thursday evenings from 4PM-8PM with an additional 1.5 hours of on-site planning.

**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 ESL students in an open-entry, multi-level classroom.
* Experience in administering standardized tests.
* Knowledge of ESL Curriculum standards.

**SALARY/BENEFITS:** Salary is $18.00 per hour for approximately 8-19 hours per week. There are no State of Georgia benefits associated with this position.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ 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: September 2020 .

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Inquiries related to the college’s accreditation by the Commission may be directed to SACSCOC, 1866 Southern Lane, Decatur, Georgia 30033-4097 or telephone 404-679-4500. Questions related to admissions and the policies, programs, and practices of Chattahoochee Technical College should be directed to the College. 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).  This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment & Opportunity Act of 1998 (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.

The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa Warrington, 980 South Cobb Dr, Building C 1102B, Marietta, GA 30060, (770) 975-4023 or Shanequa.Warrington@chattahoocheetech.edu and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A100, Acworth, GA 30102, (770) 975-4099, or Caitlin.Barton@chattahoocheetech.edu

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