



Adult Education ABE and IET Instructor
Full Time
Walker County and Chattooga County

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of ABE and IET Instructor to be located at the Walker campus and the Chattooga Learning Center. This position may be required to travel to other campuses to meet operational requirements. This position will report to the Instructional Coordinator. The Adult Education Teacher is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives. The instructor will plan, implement and conduct instructional activities for adult learners participating in IET opportunities and will maintain attendance, assessment and budget data for reporting purposes. The position typically works Monday through Thursday from 8:00 am to 6:30 pm. Position and hours based on funding and enrollment.

Duties/Responsibilities:

- Prepares lesson plans aligned to the College and Career Readiness (CCRS) standards for classroom instruction and obtains or prepares instructional materials for classroom use; Instruction may include all content areas of language arts, mathematics, science, social studies and English as a second language.
- Prepares lesson plans for contextualized learning based on the learning objectives identified on the SSLO (single set of learning objectives) for the IET training classes
- Provides learner guidance to students;
- Evaluates students' ongoing progress and performance in attaining goals and objectives;
- Promotes the adult education program to public and private organizations through the Service Delivery Area of the college;
- Prepares and maintains all required registration documentation and administrative reports;
- Plans, organizes and participates in staff development and team conferences;
- Maintains a secure classroom environment;
- Recruits, supervises and directs classroom volunteers where applicable.
- Assists with registration, recruitment, retention and job placement efforts;
- Other duties as assigned.

Competencies:

- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs within Service Delivery Area

Minimum Qualifications:

- Bachelor's degree in a related field
- Prior Teaching and classroom management experience in an educational or training setting
- Ability to become a notary

Preferred Qualifications:

- Master's Degree in a related field
- Experience teaching basic academic skills to adult learners in an open-entry, multi-level classroom

Physical Demands:

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

Salary: \$42,000 - \$44,000 annually

Benefits:

Benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

Application Deadline: Open until filled.

Application Process:

All application packets MUST be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

Equal Opportunity Employer A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.