



Adult Education Instructional Specialist
Part Time
Walker County Campus

Job Summary:

Georgia Northwestern Technical College (GNTC) is seeking qualified applicants for the part time position of Instructional Specialist for Adult Education to be located on the Walker County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Director of Instruction and assist with overseeing Adult Education instructional delivery for campus and community learning centers and correctional facility sites throughout the service delivery area (SDA). This position requires frequent travel between the counties of Catoosa, Chattooga, Dade, Gordon, Walker, and Whitfield. The work schedule typically falls between Monday and Thursday, between 8:30 a.m. and 7:00 p.m., with hours varying based on instructional needs and not exceeding an average of 19 hours per week. Position and hours based on funding and enrollment.

Duties/Responsibilities:

- Provides classroom instruction as needed to cover instructor vacancies or support accelerated training programs. Develops lesson plans aligned with College and Career Readiness Standards (CCRS) and prepares or obtains appropriate instructional materials. Instruction may cover all core subjects, including language arts, mathematics, science, and social studies
- Assists with professional development to ensure all instructors are implementing evidence-based instructional strategies that lead to student achievement
- Assists with orientation, and training for instructors
- Evaluates classroom instruction to ensure that instructors are implementing high-quality, evidence-based instruction that leads to positive student outcomes
- Provides written feedback and coaching to instructors to support the program goals and objectives
- Assists with ensuring the program offers instruction through a variety of delivery methods to include in person and distance education delivery that meets the needs of all students
- Assists with ensuring the program offers instruction that meets the needs of students with disabilities
- Reviews Georgia Adult Learners Information System (GALIS) reports for instructor load and efficiency and instructional effectiveness and provides feedback to instructional personnel
- Ensures through observation and review of materials that instruction, instructional materials, student learning plans and lesson plans implemented by instructors are aligned to the CCRS Standards
- Assists with GED graduation ceremonies
- Represents the department at various internal and external meetings
- Participates in staff development opportunities at the local, regional, and state level
- Other duties assigned

Competencies:

- Knowledge of adult learning theory and effective instructional methods for adult learners
- Knowledge of language acquisition theory
- Knowledge of adult education program requirements
- Knowledge of classroom practices, teaching methodologies, assessment systems, and educational technology
- Ability to maintain accurate records
- Ability to make timely decisions
- Ability to travel within/across the SDA
- Skill in the operation of computers and job-related software programs
- Skill in decision making and problem solving
- Skill in interviewing, coaching and positive discipline
- Skill in interpersonal relations and in dealing with the public
- Skill in oral and written communication

Minimum Qualifications:

Bachelor's degree from a regionally accredited college in education or a closely related field ***and*** a minimum of two years' work-related experience.

Preferred Qualifications:

Master's degree in education or a related field and three years of experience working in Adult Education.

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: \$22.00 per hour

Benefits:

If this is a part-time position, no benefits are available.

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

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex or veteran status ("protected status"). No individual shall be excluded from participation in, denied the benefits of or otherwise subjected to unlawful discrimination, harassment or retaliation under any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.