



**Adult Education Workplace Literacy Instructor
Part Time
Whitfield Murray Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Workplace Literacy Instructor to be located on the Whitfield Murray Campus and will be required to travel to other campuses to meet operational requirements. This position will report to Eddie Geier, Lead Instructor. The Adult Education Teacher is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives. The position typically works Monday, Wednesday and Thursday from 2:00 pm to 4:00 pm. Position and hours based on funding and enrollment. This position requires an on-campus work environment presence and does not offer a telework option.

Duties/Responsibilities:

- Prepares lesson plans aligned to the English Proficiency Standards
- Designs materials focused on on-the-job procedures, safety protocols, and industry-specific communication.
- Provides quality instruction for individuals of limited English proficiency on how to read, write, and speak the English language
- 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 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 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

Preferred Qualifications:

- Master's Degree in a related field
- Experience teaching students with limited English proficiency 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: \$22.00 per hour

Benefits:

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

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: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.