



Youth Services Instructor Part Time Floyd County Campus

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the part time position of Youth Services Instructor to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the Youth Services Coordinator. The Youth Services Instructor assists individuals who are ages 16 to 24 years old, who have withdrawn from school in preparing for the GED® Test and employment. This position will be responsible for developing training resources and teaching basic academic skills in the areas of mathematics, science, social studies, and language arts. This position will work with existing staff to develop, organize, and deliver instruction leading to a GED® credential, as well as help students with career planning and work readiness activities that lead to employment. This position is 19 hours per week to include 15 instructional hours plus 4 hours of planning time. The work schedule will be Monday - Thursday 8:30am – 1:15pm. Position and hours based on funding and enrollment.

Duties/Responsibilities:

- Evaluate registrants referred through the Adult Education orientation;
- Assist in providing classroom training activities;
- Help registrants identify and setting daily goals and plans for achieving those goals;
- Recruit registrants for the program;
- Develop and evaluate the lesson plans based on registrants' assessment results;
- Ensure students' follow-up information is obtained after their exit and documented into the GEO System;
- Document daily classroom activities in training activity and progress forms;
- Ensure objectives of the Youth Services program are being met in a timely manner;
- Refer registrants to additional supportive services as applicable;
- Provide support for other YSA programs as needed;
- Inputs case notes, post-TABE scores for MSG's, and weekly attendance into GEO system for HSE students;
- Provide Coordinator with weekly updates on weekly activities, challenges, and plans;
- Ensure all participants receive follow-up services for 12 months after exit;
- Other duties, as applicable, to ensure quality WIOA services are provided.

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

Minimum Qualifications:

Bachelor's Degree in a related field. Prior teaching and classroom management experience in an education or training setting.

Preferred Qualifications:

Experience teaching basic education to adult learners in an open-entry, multi-level classroom. Teaching certification. Three (3) years of experience 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. 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: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.