

**Part-Time Instructional Lead**

The Instructional Lead reports to the Executive Director of Adult Education serves as part of the

Administrative Team of the Adult Education Department; evaluates Adult Education instructors through classroom observations; maintains current policies, procedures and state or federal laws that may impact department initiatives; coordinates professional development for instructors; supervises the implementation of curriculum and instructional services; participates in recruitment and retention efforts.

**Key Responsibilities**

1. Evaluates instructors at scheduled intervals through classroom observations; makes

suggestions for needed adjustments as needed; ensures the appropriate Standards are being

taught.

1. Coordinates the development and implementation of Lesson Plans.
2. Assist with plans for student Retention, Recruitment and Marketing the program.
3. Uses GALIS data to monitor instructional benchmarks.
4. Participates in monthly Administrative Team meetings.
5. Under the supervision of the Program Administrator, assist with organizing the SDA Plan of Work to meet Federal NRS goals and negotiated target outcomes.
6. Coordinate, plan and conduct local professional development for Instructors.
7. Attend required Technical College System of Georgia Office of Adult Education meetings and training.
8. Oversees the maintenance of student records.
9. Assist instructors in whatever capacity they need help.
10. Supervise the Exceptional Adult Georgian in Literacy Education (EAGLE) delegate local competition.

**Competencies**

1. Knowledge of state and federal adult education policies, procedures and guidelines.
2. Preparing reports.
3. Blackboard
4. Data analysis skills
5. Strategic planning
6. Oral and written communication skills

**Minimum Requirements**

Bachelor’s degree in education, business administration or related field and three years of

experience in adult education, supervisory experience in an educational setting and curriculum.

**APPLICATION PROCEDURES:** All application packets MUST be completed via the [Online Job Center](https://www.easyhrweb.com/JC_SEGATech/JobListings/JobListings.aspx). As part of the application process, interested candidates will also be required to upload other documents such as a resume and transcripts (see job center listing for more details). For more information regarding this position or application instructions, please contact Susan Cross, Executive Director of Adult Education at (478) 289-2257 or scross@southeasterntech.edu.

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*Helen Thomas, Section 504 Coordinator, Room 165, (912) 538-3126*

*Melanie G. Walker, Title IX Coordinator, Room 138B, (912) 538-3230*