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| **Adult Education Teacher** | | | |
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| **Campus:** | Americus or Cordele | | |
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| **General Duties:** | Duties include intake, assessment, recruitment, retention, student recognition, counseling, staff development, ordering books, and the achievement of the departmental goals and objectives. Provides instruction in academic areas (Reading, Language Arts, Mathematics, Science, and Social Studies) for HSE (GED/HiSET) preparation. Other duties such as lesson plans, assessment, record keeping, recruitment, retention, and reporting. Promotes adult education programs to public and private organizations and the general public. Responsibilities may include professional teaching work in a correctional institution or facility. | | |
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| **Education Requirements:** | Bachelor’s degree from a regional accredited college or university, preferably in education or related field. | | |
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| **Minimum Qualifications:** | Must have at least three years’ experience within the last seven (7) in education or related field. Good interpersonal, organizational, and teamwork skills. Ability to communicate effectively, verbally, and in writing with a diverse population. Must be proficient in the use of computer technology and must be student-oriented and customer-friendly. Knowledge of the adult learner and the developing program of study are essential. Experience in counseling, test administration/scoring, data analysis, workshop facilitation, and scheduling is preferred. Conflict resolution and team-building skills are necessary. | | |
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| **Preferred Qualifications:** | n/a | | |
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| **Compensation:** | Full-time position. Salary commensurate with education and experience. | | |
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| **Benefits:** | State of GA Benefits package available. | | |
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| **Reports to:** | Dean of Adult Education | | |
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| **Availability** | Must have availability to work flexible schedule, including evening, some travel is required. | | |
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| **Application Deadline:** | Until filled | | |
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| **Application Instructions:** | Please complete our SGTC application on our website [**www.southgatech.edu**](http://www.southgatech.edu) access this by clicking on the link **Careers @ SGTC**. For further assistance call the Human Resources Office at (229) 931-2454 or (229) 931-2450 or by emailing [Erika.Carrillo@southgatech.edu](mailto:Erika.Carrillo@southgatech.edu) or [Suzanne.Singletary@southgatech.edu](mailto:Suzanne.Singletary@southgatech.edu). | | |
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| **Notices:** | Pursuant to college policy, a thorough background investigation, including a criminal history check, shall be conducted on all candidates prior to being hired for any position with SGTC. | | |
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| Position Number: | **00192457** | Job Code: | **10214** |