

PART-TIME ADULT EDUCATION IET INSTRUCTOR



Multiple Locations

MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college or university.

PREFERRED QUALIFICATIONS:

Master's degree from a regionally accredited college or university in education or related field with an emphasis in career pathway programs.

RESPONSIBILITIES:

Enrolls, instructs, and supervises adult education students;

Provides contextualized adult education instruction for career pathways classes in collaboration with industry instructors;

Instructs workplace literacy classes for local employers, including English language instruction and/or basic skills instruction to meet the specific needs of employees;

Develops program and course outlines adhering to the Technical College System of Georgia Curriculum framework;

Evaluates and documents student progress in attaining goals and objectives;

Develops teaching methods and maintains classroom management procedures and documentation;

Assists with recruitment and retention;

Ensures safety and security requirements are met;

Attends in-service training, workshops, seminars and conferences;

DESCRIPTION:

Integrated Education and Training instructor position. Hours will vary, depending on class schedules. Some local travel within the eight-county service area will be required.

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

SALARY/BENEFITS:

This is a part-time position without insurance benefits. Work hours will not exceed 19 per week. Hourly rate is commensurate with education and work experience.

SPECIAL NOTES:

Position contingent upon receiving sufficient funding.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicants scheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.