**ADULT EDUCATION INSTRUCTOR**

**(PART TIME) (Morning)**

**HENRY CENTER**

**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.

**RESPONSIBILITIES**:

The Adult Education Teacher is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives.

Prepare and maintain Student Education Plans, lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;

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;

Participates in EAGLE competition;

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.

Coordinates schedule for teacher substitutes and volunteers;

Assists with recruitment, retention and job placement efforts

**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:**

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

**SPECIAL NOTES:**

Position contingent upon receiving sufficient funding.

Applicantsscheduled for interviews will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

Class will be taught in the morning hours.

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