

**Job Announcement**

**Position:**  Substitute Teacher GED classroom

**Location:** Carroll

**Department: Adult Education**

**Reports to:** Lead Instructor(s)

**FLSA Designation:** Part-time

**Nature of Duties**

Under the Lead Instructor’s supervision**,** the substitute GED Teacher provides interim instruction in academic areas (reading, writing, English, mathematics) for all assigned students, when the assigned teacher is absent. Instruction is according to the individual needs of each participant as measured by pre-testing. Hours will vary. Positions and opportunities available on Adult Education class sites in Newnan or LaGrange.

**Minimum Qualifications**

Applicants must have a baccalaureate degree from a nationally or regionally accredited university or college in an area related to adult education or general education. Basic computer skills are required. Must demonstrate excellent written and verbal communication skills, human relation skills, and be able to work with minimum supervision.

**Preferred Qualifications**

Experience teaching adults basic academic skills (reading, math, writing) in a formal educational setting. Advanced degrees in content areas of reading, math, English, curriculum and instruction, adult education, or special education, are preferred. Preference may be given to applicants with previous teaching experience in adult education or other related field.

**Salary/Benefits:** $18.00/hour – hours vary – no benefits A.M. classes meet 8:30am – 12:00pm

P.M. classes meet 5:30 p.m. to 8:30 p.m.

This position is contingent upon funding, therefore, employment is not

guaranteed from quarter to quarter.

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*