



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE POSITION ANNOUNCEMENT

ADULT EDUCATION CAREER PATHWAYS COACH/ADJUNCT INSTRUCTOR

Central Louisiana Technical Community College (CLTCC) invites applications for the part-time/adjunct position of **Adult Education Career Pathways Coach/Adjunct Instructor**. CLTCC provides adult basic education instruction in nine different parishes (Allen, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, & Vernon) and also participates in Adult Basic Education services at seven correctional facilities. **CLTCC will be employing 2 - 3 of these positions that may be based at the following campuses: Alexandria Main Campus, Ferriday Campus, Lamar Salter Campus (Leesville), Natchitoches Campus, Rod Brady Campus (Jena), Sabine Valley Campus (Many).**

SUMMARY:

Reporting directly to the Assistant Director of Adult Education, the Adult Education Career Pathways Coach/Adjunct Instructor provides instructional and transitional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics with the purpose of increasing the students' educational functioning levels and also preparing these students to obtain their high school equivalency diploma or HiSET. The Adult Education Career Pathways Coach/Adjunct Instructor will also provide relevant wrap around services to Adult Education students with an emphasis on Adult Education Career Pathways Program participants with the goal of helping students develop their personal, leadership, and employability skills in order to ensure positive post-secondary experiences. Adult Education Career Pathways Coaches will act as mentors, cheerleaders, motivators, etc. to students enrolled the Adult Education Career Pathways Program with the ultimate goal of increasing the rate of student retention in the program. Career Pathways Coaches will further help students identify their barriers and come up with solutions for overcoming those barriers. Coaches will also help students set goals for themselves, both short-term and long-term, and will revisit those goals frequently to help students see the progress being made. This position is expected to work closely with the Adult Education Student Data & Transitions Coordinator, Adult Education Site Coordinators, and Adult Education Instructors in order to help Adult Education Career Pathways Program participants develop their college and career success skills. This position will teach part-time in addition to providing transitional/career coaching services to students.

Duties and Responsibilities: (Instructional Duties)

Instructional Duties

- Responsible for teaching Adult Basic Education, and high school equivalency preparation courses using instructional methods geared toward the adult learner in a classroom setting.
- Responsible for teaching the HiSET test areas (reading, writing, social studies, science, and math) or adult basic education skills areas (writing, math, language).
- Plans and prepares relevant and practical classroom lessons and monitors student's performance.
- Administers the Official HiSET Practice Test (OPT) to students.
- Teaches workforce preparation skills to Adult Education students.
- Provides instructional services in community education, which may include digital literacy, health literacy, financial literacy, and workforce preparation skills.

- Implements a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to accomplish goals.
- Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data to data-entry staff for National Reporting System (NRS) input.
- Makes use of online instructional programs to supplement in-class instructional delivery.
- Administers Test of Adult Basic Education (TABE) tests to determine individual progress.
- Creating a climate that encourages and supports learning.
- Enrolls and registers students into the Adult Education Program.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Conducts recruitment and community outreach activities to increase program enrollment.
- All Adult Education instructors are required to satisfactorily complete the WorkReady U Adult Education Online Instructor's Certification Course.

Career Pathways Coaching Duties

- Assists with and promotes student transitions into the workforce and postsecondary education through programs such as Accelerating Opportunity, the Five for Six Program or Integrated Education & Training Program.
- Recruits students into the Adult Education Program and Adult Education Career Pathways Program (includes Accelerating Opportunity, Integrated Education and Training, and the "Five for Six" Scholarship Program) to ensure continual flow of students concurrently entering the HiSET and Career Pathways programs.
- Use varied techniques to effectively train students in employability skills
- Assist students in applying for degree/non-degree programs at CLTCC and other colleges/universities.
- Provide prospective and current students with information regarding the current job market and trends in career choices.
- Develop and present workshops providing individual coaching regarding employment search strategies and methods, resume and interview preparation, and other professional development topics for Adult Education students.
- Assist prospective and current students with career exploration activities and career assessments. This includes test administration.
- Guides "Five for Six" students through the entire admissions process to ensure accurate and timely enrollment into Adult Education classes and the Adult Education Career Pathways Program, thus establishing a pipeline into future for-credit college programming.
- Guides "Five for Six" students through the financial aid/FAFSA process to ensure timely and accurate processing of information in preparation for entry into Adult Education Program and Adult Education Career Pathways Programs.
- Provides navigational services throughout students' time at CLTCC, even after HiSET completion-in order to ensure higher persistence, retention and completion rates that benefit students and college as a whole.
- Collaborates with local Workforce Development Board and other workforce-related entities to ensure students register and qualify for external partner benefits and assistance.
- Arranges for additional tutoring as needed for at-risk students in order to better support supplemental teaching and learning practices in and out of the classroom.
- May be required to visit multiple campus locations and community-based locations throughout the work week in an effort to maintain effective communications on a consistent basis.

- Performs other duties as assigned by the Director or Assistant Director of Adult Education.

Required Knowledge, Skills and Abilities:

- Knowledge of adult learner and alternative educational methods and have the ability to apply these methods for adult, at-risk teens and multi-cultural students.
- Knowledge of applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
- Ability to teach students of diverse abilities and backgrounds and overcome barriers to success in a multi-level class.
- Ability to build a classroom environment that is conducive to learning and appropriate to the maturity and interests of students. Ability to relate well to different groups of students of different ages and ability levels.
- Ability to use a variety of audio-visual equipment.
- Must be able to communicate effectively both orally and through correct written grammar and usage.
- Must have good classroom management skills. Must have a strong desire to work with people from a broad range of backgrounds.
- Team-player who can collaborate with colleagues.
- Participates in curriculum development.
- Attends in-service, staff meetings, and state training/professional development.
- Maintains a clean and professional classroom environment.
- Possesses excellent communication and organizational skills.
- Enthusiasm for the subject material that will foster a love of learning by students.

Required Minimum Qualifications:

- Bachelor's Degree from an accredited college or university;
- Demonstrated commitment to teaching and learning;
- Demonstrated proficiency in oral and written English;
- Basic Computer knowledge of Microsoft Office, Excel, and PowerPoint.

Preferred (Desired) Qualifications:

- Master's Degree from an accredited college or university;
- Training in Adult Education or experience in working in an Adult Education/HSE program; \
- WorkReady U experience;
- Three (3) years of teaching experience;
- Elementary, Middle School, High School Teacher Certification education endorsement preferred but not required;
- Strong communication skills, including both written and oral, with an ability to prioritize, negotiate, and work with a variety of personalities;
- Experience with traditional and non-traditional students from diverse backgrounds.

Compensation:

Adult Education Career Pathways Coach/Adjunct Instructor compensation is \$25.00/hour. This position will work a maximum of 28 hours per week. Schedule will vary based on site and program enrollment.

Application Instructions:

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
 - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
 - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
 - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

Submit documents to:

Central Louisiana Technical Community College
Human Resources

Attention: Adult Education Instructor – Alexandria Campus
4311 South MacArthur Drive
Alexandria, LA 71302-3137
Or
Elizabethlewis6@cltcc.edu

Open Until Filled

Central Louisiana Technical Community College is an EEOC/AA/ADA employer.