



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE POSITION ANNOUNCEMENT

ADULT EDUCATION PARA-EDUCATOR – SABINE VALLEY CAMPUS

Central Louisiana Technical Community College (CLTCC) invites applications for the part-time position of **Adult Education Para-educator at the Sabine Valley Campus**, in Many, Louisiana. 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.

SUMMARY:

Reporting to the Adult Education Site Coordinator at the Sabine Valley Campus, the Adult Basic Education Para-educator at the Sabine Valley Campus provides instructional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics with the purpose of preparing these students to obtain their high school equivalency diploma. **This position is scheduled to work a maximum of 28 hours per week.**

Duties and Responsibilities:

- Manage administration of the Test of Adult Basic Education (TABE) to enroll students into the high school equivalency diploma program.
- Conduct enrollment and orientations sessions with new students.
- Assist adult education instructor or site coordinator with instructional duties when necessary.
- Prepare student files to be maintained by instructors.
- Assist students with Adult Education Program registration.
- Assists students with Adult Education Career Pathways Program registration (Five for Six, Integrated Education & Training).
- Assist students with HiSET testing registration.
- Contact local school boards regarding attendance of students enrolled under age waivers & their HiSET completion scores.
- Accurately enter all adult education student data, benchmarks, goals, etc. into the WorkReady U Data Management System in a timely manner.
- Prepare and extract monthly, quarterly, and year-end reports.
- Conducts recruitment and community outreach activities to increase program enrollment.
- Prepare requests for program materials and supplies to submit to the Program Manager to be purchased.
- Assist instructors in closing end-of-year student files.
- Maintain program inventory to include equipment, materials, supplies, and software licenses.
- Serve as liaison to the Assistant Director of Adult Education.

- Regularly report data entry progress and reports to the Adult Education Site Coordinator.
- Attend professional development events and training sessions as requested by the Director or Assistant Director of Adult Education.

Required Knowledge, Skills and Abilities:

- Must have a strong desire to work with people from a broad range of backgrounds;
- Team-player who can collaborate with colleagues;
- Attend in-services, staff meetings, and state training/professional development;
- Possess excellent communication and organizational skills;
- Enthusiasm for the subject material that will foster a love of learning by 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;
- Must be able to communicate effectively both orally and through correct written grammar and usage;

Required Minimum Qualifications:

- High School Diploma or High School Equivalency Diploma/GED;
- Demonstrated proficiency in oral and written English;
- Basic Computer knowledge of Microsoft Office, Excel, and PowerPoint;

Preferred (Desired) Qualifications:

- Associate's Degree in Education, Adult Education, Developmental Studies, Accounting, or closely related field;
- Experience with traditional and non-traditional students from diverse backgrounds;
- Strong computer skills especially in Microsoft Office, Excel, and PowerPoint

Compensation:

Para-educator compensation is \$12.50/hour - \$15.00/hour depending on qualifications.

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 Para-educator – Lamar Salter Campus
4311 South MacArthur Drive
Alexandria, LA 71302-3137

Or email to: Elizabethlewis6@cltcc.edu

Position will remain open until filled.

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