



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

JOB ANNOUNCEMENT

Adult Education Lead Instructor

Central Louisiana Technical Community College (CLTCC) invites applications for the full-time position of **Adult Education Lead 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. **This position may be based at any of the following campuses: Alexandria Campus, Ferriday Campus, Lamar Salter Campus, Natchitoches Campus, Rod Brady Campus, or Sabine Valley Campus. This position is a grant funded position.**

SUMMARY:

Reporting to the Assistant Director of Adult Education, the Adult Education Lead Instructor is responsible for providing instructional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics. In addition to providing instructional services, the Lead Instructor of Adult Education serves as the Adult Education instructional team leader in order to implement a program of instruction for students who lack competence in reading, writing, speaking, problem solving, computation, computer literacy, or transition skills at a level necessary to function in society, on a job, or in a family. The Adult Education Lead Instructor is an instructional and strategic leader responsible for leveraging teacher performance to ensure students demonstrate significant and measurable results.

Duties and Responsibilities:

- Collaboratively works with classroom teachers through interactions that include planning, demonstration-observation sessions, and debriefing.
- Works with adult basic education instructors and administration to ensure well run, consistent instructional services.
- Provides individualized and classroom-based follow-up with instructors to support them in implementing researched-based instructional programs and strategies.
- Identify and disseminate information to instructors and paraeducators regarding best practices in classroom instruction, assessment, technology, and staff development in a standards-based environment.
- Works with students enrolled in the CLTCC Adult Education Career Pathways Program (Accelerating Opportunity/Five for Six/IET) by providing instructional (team teaching or contextual learning) and supportive services to students that will increase retention and student success rates.
- Enrolls and registers students into the Adult Education Program;
- Provides instructional and supportive services to CLTCC Integrated Education & Training Program (IET).
- Assists teachers in planning and implementing instruction and assessment in accordance with state and national standards.
- Provides in-classroom training of all CLTCC Adult Education instructors and paraeducators.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.

- Assists teachers in developing strategies to work with students with a variety of needs.
- Facilitates the interpretation and use of data to determine a course of action to address student needs.
- May provide Adult Education instructional services in correctional facilities served by the program as needed.
- Provides collaboration and timely feedback to school-based administrators in regard to support and assistance given to site-based teachers.
- Participate in program-wide committees to review and facilitate the application of academic standards, to select instructional materials, to review and revise assessments, and to develop guidelines for program practices related to curricular area served.
- Responsible for teaching Adult Education, Community Education, EL-Civics (English as a Second Language and Citizenship), or Transition courses (as assigned) using instructional methods geared toward the adult learner in a classroom setting.
- Plans lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepare students to pass high school equivalency tests and/or enhance basic education skills.
- Delivers whole group, small group and individualized instruction to students.
- Serves as instructor for CLTCC Adult Education Online/Distance Learning Courses, including onboarding of Distance Learning Program Pilot in partnership with Delgado Community College.
- Uses a variety of instructional methods, materials, and techniques.
- Implements procedures and program retention activities to assure classroom attendance.
- Assures that students get the wrap around services needed to be completers, achieve a measurable skills gain (MSG), and transition into the workforce or post-secondary training.
- Follows all policies set forth by administration to measure and document student educational gains, attendance, and attainment of goals.
- Keep daily attendance records and progress reports. Maintains accurate, complete, and up-to-date records.
- Participates in all local and state professional development activities recommended by Adult Education administration.
- Assists Assistant Director in planning and organizing Adult Education Program training workshops and other professional development activities. □ Attend all staff meetings and in-service workshops.
- Uses available technology in classroom instruction
- Adheres to regulation set forth regarding confidentiality of student records.
- Monitor participants' needs in order to remediate educational deficiencies.
- Assures that students who qualify are pre and post tested as needed. Assess program students using the TABE and TABE CLAS-E tests as dictated by Adult Education Program policy.
- Create a classroom environment that is conducive to learning and appropriate to the maturity and interest of the students.
- Assists with implementation of Adult Education testing services such as TABE and TABE Online.
- May lead and direct the work of others.
- Responsible for effective classroom management that enhances student learning □ Maintain and provide appropriate accountability records and reports.
- Assists in classroom observations of adult education department instructors.
- Maintains student confidentiality at all times and follow all FERPA policies.
- Maintains proper file system in a digital and paper format.
- Responsible for drafting correspondence, typing reports, and multiple forms of data entry.
- Performs research as requested by adult education faculty and administration.

- Assists students registering for the HiSET exam.
- Assists with student recruitment and retention.
- Adapt materials when needed for the benefit of the individual student or group of students.
- Responsible for organizing and delivering tutoring services.
- Upon employment, must successfully complete the WorkReady U Instructor's Certification Course (if not already WorkReady U certified).
- Regular travel between Adult Education Program sites required.
- Occasional overnight travel required.
- Performs other duties as assigned by the Assistant Director or Director of Adult Education.

Required Knowledge, Skills, and Abilities:

- Professional demeanor and ability to interact successfully with a diverse population of faculty, staff and students.
- Excellent oral written communication skills.
- Excellent listening and communication skills.
- Able to work with minimal supervision.
- Able to work individually or as part of a team.
- Excellent relationship-building skills.
- Excellent organizational, planning, and prioritization skills.
- Excellent interpersonal skills.
- Customer service oriented.
- Excellent computer skills and knowledge of Microsoft Office© Professional applications.

Required Minimum Qualifications:

- Bachelor's Degree from an accredited college or university;
- Demonstrated proficiency in oral and written English;
- Basic Computer Skills in Microsoft Office, Excel, and PowerPoint;

Preferred (Desired) Qualifications:

- Master's Degree in the field of Education, Counseling, Social Work, or related field;
- Three years of progressively responsible work experience in administrative support, including at least two years of experience in a supervisory role.
- Certification or vast experience in Adult Education;
- WorkReady U experience preferred;
- Teaching certification preferred, but not required;
- Grant writing experience;

Compensation:

Salary Range is **\$40,000 – \$50,000**. Compensation will be within this range and commensurate with education and work experience.

Submit documents to:

Central Louisiana Technical Community College
Human Resources

Attention: Assistant Director of Adult Education

4311 South MacArthur Drive

Alexandria, LA 71302-3137

Or

Elizabethlewis6@cltcc.edu

Position will remain open until filled. For full consideration a resume' and cover letter must be submitted by December 15, 2017.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:

Human Resources Director (318) 487-5443 ext. 1154

4311 South MacArthur Drive