



## **CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE POSITION ANNOUNCEMENT**

### **ADJUNCT INSTRUCTOR – ADULT BASIC EDUCATION**

(Adult Education with Integrated English Literacy & Civics Education)

Central Louisiana Technical Community College (CLTCC) invites applications for the part-time/adjunct position of **Adult Basic Education Instructor** located at the **Alexandria Main Campus in Alexandria, LA**. 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 will be based at the Alexandria Main Campus.**

#### **SUMMARY:**

Reporting to the Adult Education Site Coordinator at the Alexandria Main Campus, the Adjunct Adult Basic Education Instructor 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 increasing the students' educational functioning levels and also preparing these students to obtain their high school equivalency diploma or HiSET. The Adult Basic Education Instructor will also provide instructional services to English language learners who are adults, including professionals with degrees and credentials in their native countries that enable such adults to achieve competency in the English language and acquire basic and more advanced skills needed to function effectively as parents, workers, and citizens in the United States. Instructional services include those covering literacy and English language acquisition and those regarding the rights and responsibilities of citizenship and civic participation.

#### **Duties and Responsibilities:**

- Responsible for teaching Adult Basic Education, high school equivalency, and Integrated English Literacy and Civics (citizenship) Education (IELCE) courses using instructional methods geared toward the adult learner in a classroom setting.
- Teaches English language acquisition.
- Provides instructional services in community education, which may include digital literacy, health literacy, financial literacy, and workforce preparation skills.
- Plans lessons and curriculum based on the learning needs of culturally diverse and multi-skill level students which prepares students to pass the HiSET and/or enhance basic education skills.
- 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.
- Enrolls and registers students into the Adult Education and/or IELCE program;
- 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.
- Makes use of online instructional programs to supplement in-class instructional delivery.
- Assists with and promotes student transitions into the workforce and postsecondary education through programs such as Accelerating Opportunity or the Five for Six Program.

- All Adult Education instructors are required to satisfactorily complete the WorkReady U Adult Education Online Instructor's Certification Course.
- Administers Test of Adult Basic Education (TABE) tests to determine individual progress.
- Creating a climate that encourages and supports learning.
- All adult education instructors are required to satisfactorily complete the WorkReady U Adult Education Online Instructor's Certification Course.
- Administers the Official HiSET Practice Test (OPT) to students.
- 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.
- Responsible for effective classroom management that enhances student learning.
- Recruitment and retention of students.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Performs other duties as assigned by the 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;
- Bilingual preferred;
- WorkReady U experience;
- Training in Adult Education or experience in working in an Adult Education/HSE program;

- Three (3) years of teaching experience;
- Elementary, Middle School, High School Teacher Certification and/or ESL/Bilingual 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:**

Adjunct Instructor compensation is \$25.00/hour. This position will work a maximum of 28 hours per week. Schedule will vary based on program enrollment.

This position is a grant funded position and the continuation of the position is dependent upon funding availability.

**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 Basic Education Instructor (IECLE)  
4311 South MacArthur Drive  
Alexandria, LA 71302-3137

**Position will remain open until filled.**

**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  
Alexandria, LA 71302

