POSITION AVAILABLE: Adult Education Instructor (Fordyce, Hampton, and Camden)

DATE POSITION AVAILABLE: July 1, 2016

APPLICATION DEADLINE: Applications will be accepted until position is filled. Deadline for first consideration is April 27, 2016.

JOB DESCRIPTION: This is a twelve-month position with full benefits. This position is governed by agency and institution policy.

Job duties include but not limited to:

- Maintain positive working relationships with clients, other agencies, and co-workers.
- Maintain client confidentiality.
- Explain program rules and procedures to clients, either individually or as a group; have clients sign behavior contract.
- Explain purpose for testing and test results to clients; discuss client goals and create an individualized plan toward meeting those goals; evaluate progress and adjust plan as needed.
- Provide instruction for WAGE, GED, Career Readiness Certificate (CRC), Microsoft IT Academy, Adult Secondary Education (ASE), Adult Basic Education (ABE), English as a Second Language (ESL), Distance Learning and other Adult Education services for students assigned to the classroom.
- Assign appropriate materials to help each client meet his or her goals, supplementing or finding alternate materials/instructional methods as needed. Instruct individual, small group, or large group lessons as needed or directed. Copy materials for client study or day-to-day record maintenance, as needed.
- Maintain records on clients, especially Distance Learning, WAGE, and GED, to ensure all have met the criteria needed before completing their goals. Review student data in AERIS on a weekly basis. Do quarterly reports (i.e. WAGE) if requested. Do program reports as needed for special meetings or occasions (local WAGE meetings, etc.)
- Maintain classroom discipline; monitor breaks, as needed. Oversee students working on computers and help with computer problems, as needed.
- Monitor testing alerts and ensure correct retest is given and that required attendance is correct before retesting.
- Mentor paraprofessional/volunteers and ensure materials are available and client progress is being made. Help train new employees.
- Continuously evaluate program and submit program progress reports as needed.
- Keep professionally up-to-date in areas of instruction and complete required professional development hours and/or training. Attend state meetings/trainings as required. Cross train in all programs to be familiar with requirements and to be able to help students reach their goals.
- Recruit and retain students.
- Some travel may be required.
- Perform related responsibilities as required or assigned.

MINIMUM QUALIFICATIONS:

- Bachelor’s Degree.
- Current Arkansas teaching license.
- Must earn Adult Ed Certification within three years of date of hire.
- Background check required

SALARY: $32,640

DATE OF NOTICE: April 6, 2016

APPLICATION PROCEDURE: Applications are available at: www.sautech.edu

INQUIRIES MAY BE MADE TO: SAU Tech Human Resources Office
(870) 574-4481
humanres@sautech.edu

Southern Arkansas University Tech is an Equal Opportunity, Affirmative Action Employer and does not discriminate against any applicant for employment because of race, color, national origin, gender, age, disability, or veteran status. Applications from qualified women and ethnic minority group members are strongly encouraged.