

# SOUTHERN ARKANSAS UNIVERSITY TECH

## Position Vacancy Notice

**POSITION AVAILABLE:** Adult Education Instructor

**DATE POSITION AVAILABLE:** immediately

**APPLICATION DEADLINE:** Applications will be accepted until position is filled.  
Deadline for first consideration is April 5, 2019.

**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:**

- Develop and building working relationships with community and business stakeholders in the community.
- Provide instructional support to teachers. Keep track of classroom and student performance.
- Develop, create, or improve existing curricula
- Provide developmental assistance and resources for teachers to meet the varied learning needs of students
- Build rapport with students and explain program rules and procedures to students, discuss student goals and create an individualized plan toward meeting those goals; evaluate progress and adjust plan as needed
- Provide instruction for basic academic skills remediation to help students to earn the WAGE™, Secondary School Equivalent, Career Readiness Certificate (CRC), Adult Secondary Education (ASE), Adult Basic Education (ABE), English as a Second Language (ESL), and other Adult Education services for students assigned to the classroom and in a correctional facility.
- Assign appropriate materials to help each student meet his or her goals, supplementing or finding alternate materials/instructional methods as needed based on learner goals, reflection and feedback, assessment results, and instructor observation
- Use a variety of instructional strategies and tools appropriate to the needs of the learner including individual and group instruction
- Maintain records on students, especially WAGE and Secondary School Equivalent, to ensure all have met the criteria needed before completing their goals
- Maintain student classroom folders, classroom management, and monitor student breaks, as needed
- Maintain and monitor attendance records daily and/or weekly to ensure students are assessed in a timely manner
- Submit attendance records (sign in sheets) to appropriate personnel in a timely manner
- Work with paraprofessional/volunteers in the classroom
- Maintain student records needed for court reports and submit court reports as requested by court personnel
- Continuously evaluate class performance and provide input on program improvement
- Keep professionally up-to-date in areas of instruction and complete required professional development hours. Participate in relevant professional development activities as set forth in professional development plan.
- Apply research, knowledge, and skills from professional development opportunities to improve teaching practice in classroom.
- Provide data and information for program reports as needed for meetings as requested
- Attend state meetings/trainings, local meetings, and events as required
- Help train new employees
- Actively participate in recruitment activities as required and retention activities as stated in the retention policy
- Cross train in all programs to be familiar with requirements and to be able to help students reach their goals
- Adhere to all program policies

**MINIMUM QUALIFICATIONS:**

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

**ANNUAL SALARY:** \$40,000

**DATE OF NOTICE:** March 13, 2019

**APPLICATION PROCEDURE:** Applications are available at: [www.sautech.edu](http://www.sautech.edu)

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