**POSITION ANNOUNCEMENT**

**POSITION: ABE Instructor (North Metro Campus)**

**POSITION DESCRIPTION:** This position is responsible for performing all aspects of instruction for Adult Education.

**MAJOR DUTIES:**

**INSTRUCTION**

* Teach subject areas contained in the GED Tests: Deliver effective instruction in Language Arts – Writing, Language Arts – Reading, Science, Social Studies, and Mathematics to enable students to successfully pass the GED Tests.
* Provide learner guidance to students: Orient students, guide them in development of skills, and evaluate their progress in attaining goals. Follow guidelines for enrolling underage students. Contact absentees and counsel potential dropouts. Promote lifelong learning and work ethics during instruction.
* Evaluate students' progress and performance in attaining goals and objectives: Be able to administer and use the results of the Test of Adult Basic Education (TABE) and the Official GED and Hi-SET Practice Tests to measure student progress. Record pre and post test data, other indicators of progress, and goal accomplishment in GALIS Notes. Provide printed test results to appropriate personnel for data entry and provide feedback to students. Recommend GED or Hi-SET testing when appropriate. Maintain confidentiality of student information.
* Maintain a secure classroom environment: Ensure students understand and comply with the Student Code of Conduct. Inspect classrooms for security and sanitation issues. Report potential hazards and implement emergency procedures as needed.
* Display a high level of professional commitment to the work and its purpose
  + Demonstrate eagerness to assume responsibility and display a "can do" approach to work.
  + Show persistence, seek appropriate alternatives when obstacles arise, do things before being asked or forced to by events.
  + Work within the system to accomplish reasonable work goals.
  + Show flexibility in response to change and adapt to new methods and procedures.
  + Accept direction, feedback from supervisor, and follow through appropriately.
  + Work when scheduled and begin and end work as expected.
  + Call in when arriving late for work or when absent.
  + Observe policies on break and lunch periods and use work time appropriately.
  + Participate in staff development and team conferences.
* Performs other duties as assigned.

**LESSON PLANS**

* Prepare lesson plans and obtain/prepare instructional materials for classroom use while adhering to Office of Adult Education and department requirements.
* Use appropriate teaching methods, which includes actively teaching for 80% of the class period.
* Instruct students with special needs by using and/or adapting materials to accommodate specific needs.

**PREPARES AND MAINTAINS DOCUMENTATION**

* Prepare and maintain all required documentation and administrative reports: Conduct follow-up surveys. Analyze data for program improvement.

**TEAMWORK AND COOPERATION**

* Cooperates with others to achieve common goals; works with employees within and across his/her department to achieve shared goals; treats others with dignity and respect and maintains a friendly demeanor; values the contributions of others.

**RESULTS ORIENTATION**

* Consistently delivers required business results; sets and achieves realistic yet aggressive goals; consistently complies with quality standards and meets deadlines; maintains focus on Office of Adult Education and department goals.

**MINIMUM QUALIFICATIONS:**

* **Bachelor's degree is required from an accredited college or university, preferably in education or a related field.**
* **Teaching and classroom management experience in a formal classroom environment at the secondary or post-secondary level.**

**SALARY/BENEFITS:** $55,016.00 annually. Benefits include paid holidays, annual leave, and the State of Georgia Flexible Benefits Program. Please be aware that Chattahoochee Tech employees will be paid by direct deposit, unless exempted by the State Accounting Office based on “hardship” evidence provided by the employee.

**POSITION SCHEDULE:** The position works 8:00 AM - 8:00 PM on Monday and Wednesday at the and 8:00 AM - 5:00 PM on Tuesday and Thursday. During quarter breaks, the schedule is five 8-hour days.

**TELEWORK:** This position is authorized to telework two days per week during quarter breaks (when no students are present) with supervisor approval.

**APPLICATION PROCEDURE:** APPLY ONLINE ONLY @ [www.chattahoocheetech.edu](http://www.chattahoocheetech.edu) and select “Quick Links” then “Jobs & Careers.” For a complete file, fill out an online application, upload cover letter, resume and include three professional references’ contact information on application. Before a candidate is hired, a pre-employment criminal background investigation, motor vehicle records check and employer/professional reference check will be conducted. Following screening, candidates may be asked to submit further documentation.

**RESPONSE DEADLINE:** Open until filled. Screening will begin immediately.

**ANTICIPATED EMPLOYMENT DATE: August 2024**

**EMPLOYMENT POLICY:** Chattahoochee Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees, diplomas, and certificates. Questions about the accreditation of Chattahoochee Technical College may be directed in writing to the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling [(404) 679-4500](tel:(404)%20679-4500), or by using information available on SACSCOC’s website ([www.sacscoc.org](https://nam12.safelinks.protection.outlook.com/?url=http%3A%2F%2Fwww.sacscoc.org%2F&data=04%7C01%7Csarah.cosby%40chattahoocheetech.edu%7C76f352afebe0445368de08d8eefff055%7C74981b26ccc14e7eafc6720c4c6b0050%7C1%7C0%7C637522130299947630%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=wIuCegd7GHx7DFCY9IsMWfqoNY4jplmkGFCY7aKSvWY%3D&reserved=0)).

As set forth in its student catalog, Chattahoochee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following person(s) has been designated to handle inquiries regarding the non-discrimination policies: Chattahoochee Technical College Title IX Coordinator, Shanequa “Nickkie” Warrington, Marietta Campus, 980 South Cobb Drive, Building C 1102B, Marietta, GA 30060, 770-975-4023, or [SDWarrington@ChattahoocheeTech.edu](mailto:SDWarrington@ChattahoocheeTech.edu), and Chattahoochee Technical College Section 504 Coordinator, Caitlin Barton, 5198 Ross Road, Building A1320, Acworth, GA 30102, (770) 975-4099, or [Caitlin.Barton@chattahoocheetech.edu](mailto:Caitlin.Barton@chattahoocheetech.edu).

***A Unit of the Technical College System of Georgia***