



**Adult Education Lead Instructor  
Full Time  
Whitfield Murray Campus**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Adult Education Lead Instructor to be located on the Whitfield Murray County Campus. This position may be required to travel to other campuses to meet operational requirements. This position will report to the Vice President of Adult Education. The Adult Education Lead Instructor is responsible for classroom instruction, evaluating students' progress in attaining goals and objectives and oversight of adult education programs in Whitfield and Murray counties. The position typically works Monday through Thursday with some evening hours required. Position and hours based on funding and enrollment.

**Duties/Responsibilities:**

- Prepares and delivers lesson plans aligned to the College and Career Readiness (CCRS) standards and/or the English Proficiency Standards for classroom instruction and obtains or prepares instructional materials for classroom use;
- Provides instruction to include all content areas of language arts, mathematics, science, social studies and English Language acquisition (where applicable).
- Evaluates students' ongoing progress and performance in attaining goals and objectives;
- Identifies to GNTC Office of Adult Education (OAE) on-site needs relative to space, staffing, materials, or instructor training/improvement.
- Maintains and updates student folders and information associated with student/class management
- Coordinates intake and orientation processes, providing support as needed
- Coordinates disciplinary actions, special accommodations, and interpreters with appropriate personnel
- Assists instructors and staff in support of achievement of performance benchmarks, including review of student folders, observation of classroom instructional strategies, coaching/modeling effective instructional strategies.
- Oversees the overall cleanliness, maintenance and safety of designated sites.
- Initiates maintenance and IT requests as needed.
- Promotes the adult education program to public and private organizations through the Service Delivery Area of the college;
- Ensures that information for each site is accurate and updated as needed on posted materials, in outreach materials, and with points of contact
- Participates in EAGLE competition;
- Prepares and maintains all required documentation and administrative reports;
- Plans, organizes and participates in staff development and team conferences;
- Maintains a secure classroom environment;
- Recruits, supervises and directs classroom volunteers where applicable.

- Assists with recruitment, retention and job placement efforts;
- Other duties as assigned.

**Competencies:**

- Skill in the use of computers and job-related software
- Skill in oral and written communication
- Skill in interpersonal relations
- Ability to adapt instructional material to fit all learning styles
- Ability to maintain accurate records
- Knowledge of effective instructional methods for adult learners
- Knowledge of community needs within Service Delivery Area

**Minimum Qualifications:**

- Bachelor's degree in a related field
- Prior Teaching and classroom management experience in an educational or training setting

**Preferred Qualifications:**

- Master's Degree in a related field
- Experience teaching basic education to adult learners in an open-entry, multi-level classroom
- Experience supervising others
- Teaching Certification
- Three (3) years of experience in Adult Education

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes.

If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary: \$53,000**

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401k & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employer's Retirement System of Georgia.

**Application Deadline:** Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any

other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

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

#### **Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6892, ebarksdale@gntc.edu.