



## **Youth Services Program Instructor 1 Full Time Floyd County Campus**

### **Job Summary:**

Georgia Northwestern Technical College is seeking qualified applicants for the position of Youth Services Program Instructor 1 to be located on the Floyd County Campus and may be required to travel to other campuses to meet operational requirements. This position will report to the WIOA Youth Services Program Coordinator. This position assists individuals who are 16 to 24 years old and who have withdrawn from school in preparing for the GED® Test and employment. The qualified applicant will serve as lead teacher and will be responsible for developing training resources and teaching basic academic skills in the areas of mathematics, science, social studies, and language arts. The successful applicant will work with existing staff to develop, organize, and deliver instruction leading to a GED® credential. Qualified applicants must also help students with career planning and work readiness activities that lead to employment. This position is full-time and works 40 hours per week, Monday through Friday from 7:45am to 4:15pm.

### **Duties/Responsibilities:**

- Evaluate registrants referred through the Adult Education orientation;
- Provide classroom training activities;
- Identify supplemental training resources, volunteers and/or mentors to enhance classroom activities and to assist registrants in successful program completion;
- Ensure program registrants receive quality training services;
- Help registrants identify and setting daily goals and plans for achieving those goals;
- Provides instruction for Career Portfolios;
- Recruit registrants for the program;
- Develop and evaluate the lesson plans based on registrants' assessment results;
- Assist in contacting area employers to identify employment opportunities based on interests, occupational aptitude, and needs of registrants;
- Provide Coordinator with weekly updates on weekly activities, challenges, and plans.
- Ensure WIOA staff document contact with registrants following their exit from the GEO System;
- Provide and document individual career guidance activities;
- Manages disciplinary actions, special accommodations, and interpreters with appropriate personnel.
- Promotes the Youth Success Academy to public and private organizations.
- Document daily classroom activities in training activity and progress forms;
- Ensures the 14 PROGRAM ELEMENTS are related to daily class activities;
- Ensure objectives of the Youth Services program are being met in a timely manner;
- Refer registrants to additional supportive services as applicable;
- Provide support for other YSA programs as needed;
- Register youth (older youth and underage youth) for Pre-HSE & HSE testing;
- Review reports showing that participants are registered and updated in GALIS;
- Ensure all participants receive follow-up services for 12 months after exit.
- Other activities, as applicable, to ensure quality WIOA services are provided.

**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

**Minimum Qualifications:**

Bachelor's Degree in a related field. Prior teaching and classroom management experience in an education 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. Teaching certification. Three (3) or more 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:** \$47,500

**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, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**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, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).