

POSITION ANNOUNCEMENT



|  |  |
| --- | --- |
| **POSITION TITLE:** | **Part-Time Adult Education Instructor** *(Corrections Facilities in Claxton, GA)* |
|  |  |
| **POSITION DESCRIPTION:**  Under the supervision of the Dean of Adult Education, the instructor provides evening instruction in academic areas (reading, writing, English, and mathematics) for all assigned students. Instruction is according to the individual needs of each participant as measured by pre-testing. For those students demonstrating readiness for GED preparation, instruction will include writing skills, social sciences, and science. In addition, instruction will be provided for appropriate levels of math, reading, and English. The instructor will prepare and maintain all required documentation and administrative reports. Instructor will plan, organize, and participate in staff development and team conferences, maintain a secure classroom environment and assist with recruitment and retention efforts. ***Position will be on an as needed basis Monday – Thursday, 9:00am – 11:30a; but can be flexible with time.*** | |
|  |  |
| **MINIMUM QUALIFICATIONS:**   * A Bachelors degree from a regionally accredited college or university in education, special education, reading, or other related field. * Excellent Computer Skills (Microsoft Word, Excel, and Access) | |
| **PREFERRED QUALIFICATIONS:**   * Experience with teacher preparation, instruction, instructional methodologies, evaluation and assessment. | |
|  |  |
| **SALARY/BENEFITS:**  Commensurate with qualifications/ No Benefits | |
|  |  |
| **APPLICATION DEADLINE:**  Open Until Filled | |
|  |  |
| **TO APPLY:** Please submit an online application using the OTC online job center website. A criminal history records check is required as a condition of employment. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu) | |
|  |  |

*As set forth in its student catalog, Ogeechee 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 individuals have been designated to handle inquiries regarding the nondiscrimination policies: Kelli Waters, Title IX Coordinator, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 193, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.871.1885, kwaters@ogeecheetech.edu and Penny Hendrix, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211,phendrix@ogeecheetech.edu*