**PART-TIME ADULT EDUCATION INSTRUCTOR**

**ENGLISH AS A SECOND LANGUAGE (ESL)**

**HENRY COUNTY CENTER (Morning)**

**MINIMUM QUALIFICATIONS:**

Bachelor’s degree from a regionally accredited college or university.

**PREFERRED QUALIFICATIONS:**

Master’s degree from a regionally accredited college or university in education or related field.

**RESPONSIBILITIES**:

The Adult Education Teacher is responsible for classroom instruction and evaluating students' progress in attaining goals and objectives.

Prepare and maintain Student Education Plans, lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use;

Provides learner guidance to students;

Evaluates students' ongoing progress and performance in attaining goals and objectives;

Promotes the adult education program to public and private organizations through the Service Delivery Area of the college;

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.

Coordinates schedule for teacher substitutes and volunteers;

Assists with recruitment, retention and job placement efforts;

Become BEST PLUS certified;

Administer BEST PLUS assessment.

**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

**SALARY/BENEFITS:**

This is a part-time position without insurance benefits. Work hours will not exceed 19 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

Position contingent upon receiving sufficient funding.

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.