



Adult Education Instructor *(Grant-Funded)*

Position Description:

A full-time, 9-month, grant-funded position with instructional responsibilities. The position is primarily based at the Northeast Arkansas Community Corrections Center (NEACCC) with additional teaching duties at other ANC Adult Education sites. This position reports to the Adult Education Director.

Qualifications:

A Bachelor's Degree with a current Arkansas Department of Education Teaching license is required with a Master's Degree preferred. Must be willing to gain the Adult Education certification within four years of hire (grant will pay costs). Candidate must have excellent oral and written communication skills and possess strong organizational Skills. The ability to work independently and as a team member required.

Responsibilities:

- Develop and deliver course content for instructing scheduled, open entry, and online courses. Use instructional materials that have relevance to adult students' lives.
- In ABE/GAE classes, include instruction in all four-core courses (Math, Language Arts, Science, and Social Studies) as part of the comprehensive curriculum.
- Provide appropriate instruction for students functioning at different academic levels.
- Integrate academic skills, job-readiness skills, interpersonal skills, computer literacy and financial literacy skills into instruction of core academics.
- Participate in the assessment of students entering the program using standardized assessments, interviews, and informal measures to determine the students' goals and literacy levels.
- Develop individual learning plans for students, and involve students in the planning process.
- Document students' progress as they move toward achieving their goals, with a priority on maintaining effective record keeping and student tracking information.
- Provide a formal evaluation/progress test (post-test) of each student at a time deemed appropriate by the teacher, not to exceed completion of sixty (60) hours of attendance.
- Work closely with the ANC Student Services and /or other appropriate providers to refer students to college support services or community resources to help students' transition into college or training programs or into the workplace.
- Maintain ongoing communication with students as they progress beyond Adult Education.
- Collaborate with departmental and college staff.

Salary:

Salary is determined by education and experience as defined on the faculty placement schedule. A generous fringe benefit package is included.

Application Deadline:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

Application Procedures:

To apply, send a completed ANC application (located at www.anc.edu/jobs), letter of interest, resume, transcripts and certification materials to thampton@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Drawer 1109, Blytheville, AR 72316-1109**. For more information call (870)762-3121.

Date of Announcement:

August 3, 2020

ANC is an affirmative action, equal opportunity employer