



Adult Education Instructor **Mississippi County** **(Three *Grant-Funded* Position Openings)**

Position Description:

Three faculty positions paid by grant funds with appointment to begin after July 1, 2017. Duties will include working in Mississippi County at various Arkansas Northeastern College sites to provide Adult Basic Education and GED services. Ideal candidate should be flexible and an enthusiastic self-starter with excellent organizational skills, who welcomes a challenge and has a high energy level. Candidate should be committed to serving under-resourced, under-employed and unemployed citizens.

Three instructors will be hired for contract lengths yet to be determined; however, the positions will be nine months at a minimum and up to 12 months as a maximum, depending upon needs of the program. One of these instructor positions will also serve as the Adult Education Coordinator for the College, and will be compensated with an additional stipend of \$10,000. Coordinator responsibilities will include directing all programing activities, supervising all faculty and support staff, and managing all financial aspects of the Adult Education Department. Instructors will work a 30-hour week; Coordinator will work a 40-hour week. The Coordinator will report to the Vice President for College Readiness.

Minimum Qualifications:

- A Bachelor's Degree with a current Arkansas Department of Education Teaching License is required for Adult Education faculty positions; candidates for Coordinator duties will be considered if able to obtain Arkansas Teaching License during first year of employment;
- Candidates for Coordinator duties must have a minimum of 3 years managerial/administrative experience
 - Must be willing to gain Adult Education certification (4 courses) within 4 years, cost paid by grant;
 - Ability to communicate effectively with students, faculty, staff, and supervisors;
 - Strong oral and written communication skills required;
 - Excellent organizational and interpersonal skills required;
 - Strong computer skills and ability to develop and teach online classes required;
 - A positive, enthusiastic attitude about serving under-resourced students required; and,
 - Ability to work independently and as a team member required.

General 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/ASE 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.
- In ESL classes, include instruction in conversation, computation, reading, writing, and interpersonal skills as part of the comprehensive curriculum.

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 will continue until the position is filled. Interviews may occur throughout the application period

Application Procedure:

To apply, send completed ANC application, letter of interest, resume, references, and transcripts for all postsecondary work and certification materials to:

**Office of Human Resources
Arkansas Northeastern College
P. O. Box 1109
Blytheville, AR 72316-1109**

Or

Email anc-hr@smail.anc.edu.

For more information, call (870) 762-3121.

Applicants applying for a position requiring a license, certificate, and/or educational attainment beyond the high school level will be required to provide the official documents prior to being approved for hire.

Date of Announcement: June 23, 2017

ANC is an affirmative action, equal opportunity employer