



Education & Training Instructor

(Grant-funded)

**POSITION
DESCRIPTION:**

Position is a grant-funded, standard ten-month appointment to begin August 2010. The academic calendar coincides with the calendar of the area high schools. Successful candidate will teach Education and Training to high school students enrolled in the ANC Secondary Center. Duties include teaching a standard 8 a.m. to 3:30 p.m. workday, Monday through Friday. Classes may be held on multiple campuses. Other responsibilities include assessment and evaluation of instruction, curriculum planning and review, involvement in student recruitment, and retention-related activities.

QUALIFICATIONS:

Master's degree preferred; minimum of a bachelor's degree in Education & Training or in a related field and/or secondary teaching certificate is required. Must possess and demonstrate knowledge of Education & Training skills and competencies, the ability to communicate effectively both orally and in writing, and the ability to utilize technology. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. He or she must possess excellent communication and interpersonal skills. The successful candidate must have excellent organizational skills and a high level of energy. The position will also assist with student management issues.

RESPONSIBILITIES:

Coordinates and conducts the development of a secondary program for Education & Training curriculum and assists in oversight of all secondary students.
Teaches the required number of classes to meet the student demand.
Develops and utilizes a multitude of engaging student activities that relate to world of work.
Develops partnerships with local school systems to help recruit students into program and create job placement opportunities.
Promotes programs and recruits students through public speaking engagements.
Maintains and enhances the College's relationship with secondary school administrators, guidance counselors, and other educational institutions.
Represents ANC at regional events, such as fairs, festivals, and other community events.
Collects information needed from students to answer inquiries concerning academic offerings and assists with student activities, including new student orientation.
Collects, compiles, analyzes, and documents participant records and maintains updates as directed.
Provides workshops and professional services to participants including, but not limited to, career planning, secondary postsecondary educational information.

RESPONSIBILITIES:
(Cont.)

Conducts workshops in a creative, non-traditional manner, with emphasis placed on meeting the needs of the participants.
Participates in a minimum of 60 hours of professional development determined collectively with the Dean of Occupational Programs.
Plans and/or supervises special field trips, banquets, tutoring activities, and workshops.
Attends staff meeting, in-service training, and out-of-town and local conferences, as required.
Performs other related duties as required or assigned.

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 through the application period.

**APPLICATION
PROCEDURE:**

To apply, send completed ANC application, letter of interest, resume, transcripts, and references to: Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109. Call (870) 762-3121 or email cwilf@mail.anc.edu for more information.

**DATE OF
ANNOUNCEMENT:**

July 1, 2010