



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Adult Education Instructor

Department: Academic Affairs

Status: Full-time Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: North Little Rock, AR

Salary Expectations: Commensurate with Experience and Education

Work Schedule: 40 hours a week

10:00-7:00 Three Days a week

8:00-5:00 Two Days a week

SUMMARY ESSENTIAL DUTIES AND RESPONSIBILITIES:

The Adult Basic Education Instructor will serve as an instructor, both in person and online, to implement a program of instruction for students who lack competence in reading, writing, speaking, problem solving, or computation at a level necessary to function in society, on a job, or in a family.

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES: Duties Responsibilities including but not limited to:

- The ABE instructor will be responsible for building your own classes and retaining the students to completion.
- The ABE instructor will further prepare students to take the HSE exam, the high school equivalency exam for the state of Arkansas.
- It is also the responsibility of the instructor to ensure students enrolled in the program have opportunities to earn industry-based credentials.
- Recruits undereducated adults for services in respective areas Instructor will be responsible for garnering approximately 25 prospective new students per month.
- Delivers community education classes for the general populace in the areas of digital literacy, health literacy, and financial literacy.
- Notify administration of any planned or unplanned changes within the classroom (i.e., absences, time change, meetings, etc.).
- Counsels with students to be placed in appropriate career pathways track based on the goals of the student.
- Implements procedures and program retention activities to assure attendance.
- Develops educational environments that honor diversity and respect of the students.
- Responsible for maintaining appropriate classroom schedules as set forth by Director.
- Holds or participates in managed enrollment procedures set forth by administration.

- Ensures necessary for maintaining student records and data are provided by each student and staff.
- Follows all policies set forth by administration to measure and document student educational gains, attendance, and attainment of goals.
- Develops a plan of study for every student based on intake assessment
- Delivers whole group, small group, and individualized instruction to students.
- Participates in all local and state professional development activities that are developed and/or recommended by administration.
- Uses available technology in classroom instruction.
- Assures that students who qualify are pre- and post-tested as needed according to federal guidelines.
- Learns the data system and will continuously monitor data for the site to which he/she is assigned so that data stays current and all students are fundable.
- Continually works with the administration to assure the program meets or exceeds state standards.
- Assures that data for specialized populations is adequately and timely entered as set forth by state and local administration.
- Adheres to regulations set forth regarding confidentiality of student records.
- Perform any other duties as assigned

Minimum Qualifications:

- A minimum of a Baccalaureate degree in the field of education or related human services field
- A valid teaching certification
- Strong communication skills, including both written and oral, with an ability to prioritize, negotiate, and work with a variety of personalities.
- Personal qualities of integrity, credibility, and dedication to the mission of Shorter College
- Must have access to internet outside of your work domicile in order to continue working remotely as dictated by circumstances that may arise.

EDUCATION and EXPERIENCE:

Minimum of a Bachelor's Degree. Experience in adult education or teaching is preferred. Experience coordinating and organizing programs and events.

LANGUAGE SKILLS:

Strong oral and written communication skills.

REASONING ABILITY: Must have knowledge of working in an urban community. Skilled in the use of office and computer equipment and use of standard office software and student information system software. Specifically, must have basic computer literacy, to include Word, PowerPoint and email management skills. Must be able to work in an environment with frequent interruptions and changing tasks and priorities.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid teaching certificate required

WORK ENVIRONMENT:

The employee will work in an office environment. Local travel is required.

PHYSICAL DEMANDS:

Not Applicable

REQUIRED TESTING: Alcohol and Drug Test; Background Check

HOW TO APPLY:

Applicants may submit a resume and cover letter to humanresources@shortercollege.edu or Mail to: 604 Locust Street, North Little Rock AR, 72214