



SHORTER COLLEGE JOB POSTING

Company: Shorter College

Job Title: Adult Education Instructor-Part-Time

Department: Adult Education

Status: Part- Time Exempt

Start Date: Upon completion of Drug Test and Background Checks

Location: Shorter College main campus

Salary Expectations: Commensurate with education and experience

Work Schedule: 4:00 pm to 9:00 pm

SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:

Instructors will teach as part of the Basic Skills Education Program (BSEP), academic basic skills remediation and test preparation. Develop student Individualized Education Plans (IEP) to plan and deliver instruction based on individual needs. Provide a supportive learning environment that encourages student responsibility and that incorporates challenging instructional strategies/content. Manage allotted learning time to maximize student achievement. Administer pre and post assessments. Maintain complete and accurate records at each class. Participate in staff meetings and professional learning communities.

EDUCATION and/or EXPERIENCE

Bachelor's degree in any social science, humanities, mathematics, natural sciences, or in liberal arts studies, as appropriate for the course offered.

- Teaching or Adult Education Certification is required
- Sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students
- Passion for working with students, desire to teach
- Exceptional interpersonal/customer service skills
- Excellent work ethic, positive attitude, flexibility and willingness to perform tasks assigned
- Must be able to work a flexible schedule to include evening and or weekends (occasionally)

LANGUAGE SKILLS: Ability to communicate effectively orally and in writing.

REASONING ABILITY: Ability to work effectively with individuals from diverse educational and socio-economic backgrounds.

CERTIFICATES, LICENSES, REGISTRATIONS: Valid Teaching or Adult Education Certification is required.

WORK ENVIRONMENT: College campus setting. Flexible and adaptable to constant change. Must be able to work a flexible schedule to include evenings and/or occasional weekends.

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