



---

# SHORTER COLLEGE JOB POSTING

---

**Company:** Shorter College

**Job Title:** Adult Education Day Instructor

**Department:** Academic Affairs

**Status:** Full Time

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with Experience and Education

**Work Schedule:** 8:00am – 5:30pm Mon-Thurs    8:00am-12:00pm Friday (twice a month)

**SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:** An instructor in the Adult Education Program at Shorter College Adult Education shall be a certified teacher who is knowledgeable in the principles and methodology of adult education. This individual shall demonstrate an ability to work well with students having various physical disabilities and/or special learning needs.

**QUALIFICATIONS:** Instructors must hold a current **Arkansas Department of Education Teacher's License**. The specific job duties and responsibilities of this position include, but are not limited to, the following categories and descriptors.

## **AREAS ON INSTRUCTION AND ASSOCIATED DUTIES INCLUDE:**

### **Classroom Management and Maintenance:**

1. Communicate with other instructors, and office staff as needed to enroll students and to address students' concerns. Work one on one with students and in small groups.
2. Give orientations to include rules and expectations in the classrooms.
3. GED practice test to determine test readiness for the official GED.
4. Make student assignments using the appropriate curriculum materials.

### **Completion of Individualized Educational Plan:**

1. Identify long and short-term goals
2. Plan objectives to meet goals
3. Provide feedback to students on progress
4. Document student progress

### **Instructional Management:**

#### **Evaluation:**

1. Pre-test using TABE or other testing Instrument when student enrolls.
2. Monitor students' progress utilizing computer printouts, grading students' papers, and observing skills.
3. Retest students regularly after no more than 40 hours of instruction.

#### **Instruction:**

1. Teach basic skill/concepts in reading, math, and language
2. Instruct in career and life planning
3. Develop Adult Learning Plan (ALP) for each student using TABE results and objectives from IDP.

### **Record Keeping and Reports:**

1. Maintain student files as required
2. Keep accurate records of students' attendance for LACES reports.

### **Clerical Responsibilities:**

1. Prepare and organize files for instructional material
2. Maintain individual student files

**Professional Responsibilities:**

1. Maintain current Teaching Certificate
2. Participate in continuing educational opportunities to maintain and improve instructional skills.
3. Perform other tasks as requested by the Director.

**EDUCATION and EXPERIENCE:** Minimum of a bachelor's degree. Experience in adult education or teaching is preferred.

**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](mailto:humanresources@shortercollege.edu) or Mail to: 604 Locust Street, North Little Rock AR, 72214