



Adult Education Instructional Interventionist ***(Grant-Funded)*** ***(Anticipated Opening)***

This is a full-time, grant-funded position that includes days and some evening hours at Arkansas Northeastern College (ANC) and the Northeast Arkansas Community Corrections Center (NEACCC) and other county service locations including, but not limited to Blytheville, Osceola, and Leachville. This position requires travel throughout the county and to and from correctional facilities, along with intermittent travel to other areas of the state. **The ideal candidate is comfortable working with incarcerated adult learners, co-dependently managing processes and projects in a fast-paced environment, is motivated to use and create organizational systems to manage workflow and save time, is a clear and thorough communicator, and possesses an acute attention to detail in all arenas.**

The instructional interventionist will tutor Adult Education participants during scheduled times using pre-planned instructional intervention strategies collaboratively identified through an overseeing licensed instructor. The Instructional Interventionist is responsible for maintaining and improving the academic performance and TABE/GED readiness of participants of the Mississippi County Adult Education program. This position reports directly to the Director of Adult Education.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- Previous tutoring experience
- Data management/database experience
- Proficiency in Microsoft Excel and Microsoft Office Suite
- Exceptional writing, editing and communication skills
- High-level organizational skills with strict attention to detail

PREFERRED QUALIFICATIONS:

- Bachelor's Degree in Education
- Knowledge of learning disabilities, Test of Adult Basic Education (TABE) reports, and National Reporting System (NRS) technology
- Knowledge of administering TABE and interpreting results, academic achievement, and diagnostic testing
- Full understanding of differentiated instructional strategies across the curriculum
- Outstanding interpersonal and organizational skills
- Exceptional written and oral communication skills
- Strong networking skills to ensure access to resources in the broader community

OVERVIEW:

- This position will be supervised by the Director of Adult Education toward individual and cohort development goals.
- This position assists in achieving Adult Education program goals and measurable objectives in support of grant guidelines and the College's mission and purposes, strategic goals and vision statements.
- Support Adult Learner Growth and Success:
 - Provide instructional interventions to adult learners based on a targeted plan.
 - Implement engaging lesson plans and select instructional materials to meet small-group and individual adult learner needs.
 - Tutor weekly classes:
 - Content will be delivered in one on one, small group settings, and class settings.
 - Analyze weekly data to ensure adult learner growth.
 - Partner proactively with ANC-Adult Education faculty and administration to support adult learners with different learning styles and teachers in their efforts to advance adult learners with different learning needs.
 - Observe and evaluate individual adult learners displaying academic difficulties and assess their learning strengths and challenges
 - Communicate regularly about the progress of students with Adult Education administration
 - Create professional learning goals each year; willing to offer support to and receive constructive feedback from colleagues in order to create a professional working atmosphere that is conducive to change and improvement
 - Help to create a welcoming climate and environment where adult learners can safely develop ownership of their actions and learning
 - Develop and implement intervention plans with short-term and long-term goals and specific objectives
 - Maintain confidential adult learners records and keep accurate documentation of intervention plans, sessions, meetings, and assessments.
 - Recommend community resources for identified adult learners.
 - Work with professionals outside the program to support adult learners.
 - Create events from professional area of expertise that will benefit students.
 - Direct one-on-one or small group instruction based on intervention plans.
 - Pursue professional development opportunities to remain current with industry trends and grow skills and knowledge.
 - Network with learning specialists and maintain a resource database for academic interventions.
 - Performs other duties as assigned.

SALARY:

Salary is determined by education and experience as defined on the Salary Placement schedule. A generous fringe benefits package is included.

APPLICATION DEADLINE:

Review of applications will begin immediately and continue until the position is filled. Interviews may occur throughout the application period.

APPLICATION PROCEDURE:

Interested candidates should submit a completed application (available at www.anc.edu/jobs) to anc-hr@smail.anc.edu or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Box 1109, Blytheville, AR 72316-1109**. 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. For more information, contact (870)762-3121.

**DATE OF
ANNOUNCEMENT:**

April 25, 2019

ANC is an affirmative action, equal opportunity employer.