



## **Adult Education Instructor** *(Grant-Funded)*

### **Position Description:**

A full-time (186 days) grant-funded position with instructional responsibilities. The position will serve at both main campus in Blytheville and the Osceola Center. Additional teaching duties at other ANC Adult Education sites may be required. This position reports to the Adult Education Director.

### **Qualifications:**

A Bachelor's Degree with a current Arkansas Department of Education Teaching license is required. Must be willing to gain the Adult Education certification within four years of hire (grant will pay costs). Candidate must have excellent oral and written communication skills and possess strong organizational Skills. The ability to work independently and as a team member required.

### **Responsibilities:**

- Develop and deliver course content (literacy and math) for instructing classes both in person and online. Use instructional materials that have relevance to adult students' lives.
- Develop and deliver course content (Math, Language Arts, Science, and Social Studies) in preparation for Official GED test as part of the comprehensive curriculum.
- Differentiate instruction for students functioning at different academic levels in the same class.
- Integrate academic skills, job-readiness skills, interpersonal skills, computer literacy, and financial literacy skills into instruction of core academics.
- Administer assessment(s) of students entering the program using standardized assessments (TABE), interviews (intake), and informal measures to determine the students' goals and literacy levels.
- Develop individual learning plans for students and involve students in the planning process.
- Document students' progress as they move toward achieving their goals, with a priority on maintaining effective record keeping and student tracking information, including, but not limited to, data entry in the state LACES system.
- Provide a formal evaluation/progress test (post-test) of each student consistent with state assessment policy procedures.
- Work closely with the ANC Student Services and/or other appropriate providers to refer students to college support services or community resources to help students' transition into college or training programs or into the workplace.
- Maintain ongoing communication with students as they progress beyond Adult Education.
- Collaborate with departmental and college staff.
- Other duties related to adult education or collegiate services may be required.

### **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 continue until the position is filled.  
Interviews may occur throughout the application period.

**Application Procedures:**

To apply, send a completed ANC application (located at [www.anc.edu/jobs](http://www.anc.edu/jobs)), letter of interest, resume, transcripts and certification materials to [thampton@smail.anc.edu](mailto:thampton@smail.anc.edu) or mail to: **Office of Human Resources, Arkansas Northeastern College, P.O. Drawer 1109, Blytheville, AR 72316-1109**. For more information call (870)762-3121.

**Date of Announcement:**

July 27, 2022

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