



Adult Education Instructor ***(Part-time) (Grant-Funded)***

Position Description:

Part time adult education instructor position no more than 19 hours per week. The position will serve at Northeast Arkansas Community Corrections Center (NEACCC) and the Osceola Center. Additional teaching duties at other ANC Adult Education sites may be required. This position reports to the Adult Education Director.

About NEACCC and Osceola Center:

NEACCC is a minimum security community corrections facility located in Osceola, Arkansas. This position requires direct interaction with community corrections residents. The residents are in the last months of incarceration. In this facility they receive adult education services, job training services, rehabilitation treatment from drug and alcohol and parenting classes. The facility is a men only unit.

The ANC Osceola Center is located on the campus of Osceola High School. This facility houses the ANC Community Education Program as well as adult education classes during the day and possible night classes.

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). Candidates 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.
- 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.
- Collaborate with departmental and college staff.
- Other duties related to adult education or collegiate services may be required.

Salary:

\$28 per hour

Schedule:

Flexible schedule depending on the availability of the applicant and the needs of the correctional facility. Suggested hours are from 8-11 4 days per week.

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), letter of interest, resume, transcripts and certification materials to mgraham@smail.anc.edu or contact Michael Graham at (870)838-2934.

Date of Announcement:

August 2023

ANC is an affirmative action, equal opportunity employer