



Position Title: Part-Time Adult Education Instructor - ABE/GED

Job Code: 8128

Reports To: Program Manager

Grade: H3

FLSA: Exempt

Job Description:

The Part-Time Adult Education Instructor is responsible for teaching ABE/GED in the classroom and in the lab up to 30 hours per week. The individual will be part of a college wide team of Adult Education instructors and assist in developing curriculum, selecting textbooks, software and materials.

Duties & Responsibilities:

- Maintains a high quality program of instruction
- Works with Recruitment and Retention Specialists to develop best practices and learner oriented strategies to maintain high rates of retention and measurable success
- Assists the Program Director in recruiting, training and monitoring part-time instructional personnel and tutors
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree in a related field from a regionally accredited institution with three (3) years of relevant teaching experience; or Master's degree from a regionally accredited institution and two (2) years of relevant teaching experience
- Must possess excellent organizational and communication skills
- Ability to use computer applications
- Ability to work a flexible schedule that may include evening and weekend assignments
- Ability to work in a multi-ethnic/multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name