

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: Adult Education Instructor

Supervisor's Title: Director of Adult Education Services

JOB SUMMARY: The Adult Education Instructor is responsible to the Director of Adult Education Services to teach Adult Basic Education, GED Preparation, Employability Skills and/or English-as-a-Second-Language.

ESSENTIAL FUNCTIONS:

1. Teach Adult Basic Education, GED Preparation, Employability Skills and/or English-as-a-Second-Language.
2. Assist adult learners to acquire the basic reading, communication and computation skills required to live independently and function effectively.
3. Assist adult learners to acquire the employability skills needed to be an effective employee.
4. Make learning a meaningful experience for the adult learner.
5. Conduct class activities according to schedule or policies governing minimum attendance.
6. Provide career development guidance for Adult Education students for academic and technical programs.
7. Assist current and prospective students with career exploration activities and career assessments.
8. Provide prospective students with information regarding the current job market and trends in career choices.
9. Comply with all policies of the College, the Alabama Community College System and the ACCS Board of Trustees.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

1. Minimum Bachelor's Degree (preferably in elementary or secondary education or related field)
2. Excellent oral, written and interpersonal skills
3. A commitment to the teaching-learning process of the community college and the open-door admission process

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

Current Teaching Certification in Elementary or Secondary Education preferred, but not required.

OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

1. Attend all scheduled in-service meetings and workshops, if possible.

Reviewed by:

Employee's Signature _____ Date _____

Supervisor's Signature _____ Date _____