

Southwest Tech is committed to providing a welcoming environment and a sense of community where all employees can experience success. We empower and inspire all members of the Southwest Tech community to embrace differences, defend human dignity, and respect the richness of values and ideas that each person brings to the college.

POSITION**Adult Education Instructor/Academic Success Coach****APPLY BY****Posted until Filled****HIRE DATE****August 4, 2025****DIVISION**

Adult Education/Student Services

REPORTS TO

Director of Adult Education and Student Success/Disability and Support Services Manager

CLASSIFICATION

Hourly (Non-Exempt)

POSTING DATEJune 25, 2025

SUMMARY

At Southwest Tech, we believe in the transformative power of education to change lives and build stronger communities. This dual-role position as **Adult Education Instructor** and **Academic Success Coach** combines personalized academic support with inclusive, student-centered instruction to help learners of all backgrounds achieve their educational and career goals.

As an Adult Education Instructor, you will empower students working toward their GED/HSED, mastering English as a second language, or developing career-ready skills. By fostering a welcoming and supportive learning environment, you will deliver practical, real-world instruction that integrates career readiness, enhances accessibility, and promotes persistence.

As an Academic Success Coach, you will provide tailored academic and personal support services to enhance student achievement, engagement, retention, and graduation. Collaborating with faculty, advisors, and support staff, you will focus on serving Special Populations as defined by WTCS: students with disabilities, Pell Grant recipients, veterans, incarcerated individuals, dislocated workers, students of color, and English Language Learners (ELL). Your responsibilities will include case management, academic tutoring, mentoring, the development of Student Success Plans, and guiding students toward career and transfer opportunities.

Together, these roles provide the chance to positively influence students' lives by creating pathways to achieve their educational and personal goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Serve as a case manager and mentor to Special Population, ELL, and Adult Education students by developing and updating personalized Student Success Plans that map their academic, career, and transfer pathways.
- Teach diverse groups of learners, including GED/HSED candidates and English Language Learners.
- Integrate real-world employment skills such as career assessment, resume writing, interviewing, and workplace communication into Adult Education lessons.
- Provide individual, group, and classroom embedded academic tutoring and support to assist students with course content and executive function strategies.
- Collaborate with instructors, advisors, and support staff to provide academic and support services that promote student retention and graduation, assisting students in connecting with college and community resources to address academic and personal barriers.
- Create a welcoming, student-centered, and respectful learning environment that embraces diverse learning styles and life experiences.
- Utilize technology to enhance learning, including computer-aided instruction and online resources.
- Assess and monitor student progress using formal and informal methods, provide constructive feedback, and implement proactive strategies to support at-risk students.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness and better serve students.
- Collect quantitative and qualitative data associated with student retention and program completion
- Perform duties in alternative hours to accommodate student's needs including some possible evenings and/or weekends.
- Perform related duties as assigned.

TRAINING AND EXPERIENCE

- Bachelor's Degree in Elementary, Secondary, or Adult Education and certification requirements of the Wisconsin Technical College Certification.
- Master's degree in education preferred
- Two years of classroom instruction experience.
- Understanding of applied academics and integrated curricula.
- Basic knowledge of adult/family support agencies and working with dislocated workers.
- Proficiency in using technology to support instruction.
- Preference to individuals fluent in Spanish with excellent written and spoken Spanish skills.
- Valid WI Driver's License and satisfactory driving record.

KNOWLEDGE/SKILLS

- Excellent interpersonal communication skills. Ability to relate successfully with students, other college staff and people of diverse cultural, social or educational backgrounds
- Highly organized, able to manage multiple projects and meet critical deadlines, track details, work both independently and on a team
- Superior decision-making and conflict-resolution skills.
- Ability to use judgment, discretion, and maintain confidentiality with sensitive student issues.
- Motivational Interviewing
- Operating computers and software
- Problem solving and critical thinking.
- Program management
- Customer Service
- Maintaining records
- Utilizing communication and interpersonal skills as applied to interaction with coworkers, supervisors, students, the general public, and others sufficient to exchange or convey information.
- Solid understanding of general education concepts and their applicability to the day-to-day operations within industry
- Knowledge of study skills development and curriculum to support such activities.

PHYSICAL REQUIREMENTS STATEMENT

Southwest Tech is committed to creating an inclusive and accessible workplace. While certain job roles may require physical capabilities, we welcome applicants of all abilities and are committed to providing reasonable accommodations throughout the hiring process and in the workplace.

APPLICATIONS

Internal and External applicants complete and submit the online employment application at www.swtc.edu/jobs
For questions regarding the application process please email Human Resources at humanresources@swtc.edu or 608.822.2314.

If you need an accommodation, call 608.822.2632 (TDD: 608.822.2072) or email disabilityservices@swtc.edu

SALARY RANGE

C41: \$23.51- \$32.92

SELECTION PROCESS

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. Final candidate's employment offer may be subject to completion of a criminal background check and pre-employment drug screening.

Southwest Tech does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Equal Opportunity/Affirmative Action Officer has been designated to handle inquiries regarding non-discrimination policies. Call 800-362-3322, Ext. 2315 (TDD: 608-822-2072) or write Southwest Tech, 1800 Bronson Blvd., Fennimore, WI 53809.

The district we serve is home to people with a rich range of backgrounds and experiences. We are committed to supporting success of all students and all employees so that our communities thrive. We believe every team member enriches our organization by offering unique perspectives and solutions. We seek applicants who are motivated and equipped to working effectively with students, colleagues and community members from a wide range of backgrounds.