

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 – Adjunct (Richland County Jail)**
APPLY BY **Posted until Filled**
HIRE DATE **To Be Determined**

DIVISION Adult Education
REPORTS TO Director of Adult Education and Student Success
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE June 24, 2025

SUMMARY

At Southwest Tech, we believe in the power of education to change lives. Our Adult Education program provides a welcoming environment where learners of all backgrounds can build the skills they need for personal and professional success. As an Adult Education Instructor, you will play a crucial role in empowering students—whether they are working toward a GED/HSED, learning English as a second language, or developing career-ready skills. You will help create opportunities that lead to better jobs, stronger communities, and brighter futures.

This position is part time/ non benefited. The instructor will be scheduled for up to 12 hours per week at the Richland County Jail in Richland Center, WI.

WHAT YOU'LL DO

- Assist students in creating personalized student success plans that map their academic and career pathways, helping them set clear goals and actionable steps toward achieving their long-term aspirations.
- Teach a diverse group of adult learners, including those preparing for GED/HSED exams and English Language Learners.
- Create a welcoming, student-centered classroom that supports different learning styles and life experiences.
- Integrate real-world employment skills such as career assessment, resume writing, interviewing, and workplace communication into lessons.
- Support students in setting and achieving their educational and career goals.
- Assess student progress through formal and informal methods and provide constructive feedback.
- Design and adapt curriculum to ensure accessibility for all learners using Universal Design for Learning (UDL) principles.
- Foster a welcoming and respectful learning environment that encourages persistence and success.
- Utilize technology to enhance learning, including computer-aided instruction and online resources.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness and better serve students.
- Model the college's Core Abilities.
- Maintain confidentiality and adhere to FERPA guidelines.
- Other duties as assigned.

WHO WE'RE LOOKING FOR

- A passionate educator who believes in the transformative power of adult education.
- A creative, flexible instructor who can adapt to the diverse needs of adult learners.
- A self-motivated and enthusiastic professional who takes initiative in supporting student success.
- A strong communicator who can build relationships and provide meaningful support to students.
- A team player who is excited to collaborate with colleagues to enhance student success.

REQUIRED QUALIFICATIONS

- Bachelor's Degree in Elementary, Secondary, or Adult Education and certification requirements of the Wisconsin Technical College Certification.
- 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.
- Valid WI Driver's License and satisfactory driving record.

WHY JOIN SOUTHWEST TECH?

By becoming an Adult Education Instructor at Southwest Tech, you are joining a team dedicated to student achievement, workforce development, and community enrichment. Your work will directly contribute to helping individuals and families gain the skills they need to secure sustainable employment and reach their full potential.

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

Adjunct Hourly: \$20.00 - \$33.00

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.