

POSITION TITLE: Basic Education Adjunct Instructor
DIVISION: Precollege
REPORTS TO: Director of Precollege and Services Occupations
CLASSIFICATION: Exempt
POSTING DATE: June 5, 2018

SUMMARY:

This position will deliver education and training to students through effective instruction. The instructors promote student success by demonstrating and maintaining instructional excellence and currency in the field throughout their employment at the college. This position will teach basic education skills, GED/HSED prep, and English Language Learners (ELL) courses.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

- Teach basic education skills, GED/HSED prep, and English Language Learners (ELL) courses.
- Design, facilitate, and revise activities that promote optimum student learning.
- Teach core ability skills and employability skills (resume writing, interviewing skills, etc)
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Work cooperatively with current Southwest Tech staff
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds
- Assist with marketing the courses, seminars, workshops, etc.
- Provide applications based learning activities that accommodate a variety of learning styles.
- Pursue and maintain appropriate certifications, qualifications, and licensure to maintain a high level of technical competency.
- Other duties as assigned.

TRAINING AND EXPERIENCE REQUIRED:

- Bachelor's degree or higher in Elementary, Secondary or Adult Education
- Two years of classroom instruction experience
- Demonstrated skills using the Internet, email, using word processing software and basic file management techniques.
- Knowledge of techniques for teaching writing with computers and word processing software
- Thorough understanding of applied academic and integrated curricula
- Basic understanding of and experience with adult/family support agencies
- Experience with assisting and educating dislocated workers
- Self-motivated and enthusiastic
- Must possess a valid driver's license.

APPLICATIONS:

Internal and External applicants complete and submit the online employment application at <https://www.swtc.edu/about/job-opportunities>. For questions regarding the application process please contact Human Resources at humanresources@swtc.edu or 608.822.2314.

CLOSING DATE FOR APPLICATIONS: June 20, 2018

STARTING DATE: August 13, 2018

SALARY RANGES: Bachelors \$39,549 - \$48,194

Masters \$43,263 – \$52,720

(Pay calculation based on a semester load percentage, education and experience)

PLEASE NOTE: All candidates selected for an interview will be required to prepare a 15-minute classroom teaching demonstration. Information regarding this teaching demonstration will follow.

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 will 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.