

**POSITION TITLE:** Basic Education/Life Skills Instructor - Adjunct (Grant County Jail Location)  
**DIVISION:** Precollege  
**REPORTS TO:** Director of Precollege and Services Occupations  
**CLASSIFICATION:** Exempt  
**POSTING DATE:** June 19, 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 has principle responsibility for teaching basic education skills, GED/HSED prep, and Employable & Life Skills.

**ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:**

- Teach basic education skills, GED/HSED prep, and employability and life skills including but not limited to career exploration, resume writing, interviewing, parenting, financial literacy etc.
- 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.
- Incorporate the use of computer technology into the teaching/learning process
- 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.
- Administer academic, learning style, and career awareness assessments
- 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
- Ability to meet certification requirements of the Wisconsin Technical College Certification Code 850
- 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](mailto:humanresources@swtc.edu) or 608.822.2314.

**CLOSING DATE FOR APPLICATIONS:** July 15th, 2018

**STARTING DATE:** As soon as possible

**SALARY RANGES:** A13, Hourly Range \$17.00 - \$30.00

(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.