



East Central

TECHNICAL COLLEGE

POSITION ANNOUNCEMENT

POSITION 9021: Part-time Adult Education Instructor, Coffee

DEADLINE: Until Filled

DESCRIPTION

- Provide instruction in academic areas (reading, writing, English, math) for all assigned students
- Instruction is according to individual needs of participants as measured by pretesting
- For students who demonstrate readiness for GED preparation, instruction includes writing skills/essay, social studies, and science, in addition to appropriate levels of math, reading/literature, & the arts
- Responsible for recruiting, lesson plan development, and various reporting requirements

SCHEDULE

- Hours vary
- Day and/or night--Monday through Thursday
- Day--Friday, Saturday, and Sunday

MINIMUM QUALIFICATIONS

- Bachelor's degree from accredited college/university in education, special education, reading, math, or other related field
- Must have general knowledge of counseling techniques
- Ability to plan, organize, and coordinate work assignments
- Communicate effectively verbally and in writing
- Deal effectively with a variety of people
- Excellent computer skills and a keen understanding of various software packages, including Microsoft Excel

PREFERRED QUALIFICATIONS

- Prior teaching experience in adult education settings

SALARY/BENEFITS INFORMATION

Salary is commensurate with experience and education

APPLICATION PROCESS

Submit the following to Deborah G. Smith, Director of Human Resources, 667 Perry House Road, Fitzgerald, GA 31750:

- a signed East Central Technical College application
- current resume
- copy of transcript(s) or certifications

To obtain an application, access our website at <http://www.eastcentraltech.edu/jobs.htm> or call 229-468-2027. You may also apply in person.

All positions require a pre-employment criminal background investigation and employer/professional reference check. Some positions additionally require a motor vehicle record search, credit history, and drug screen.

As set forth in its student catalog, East Central Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). Inquiries regarding nondiscrimination policies may be directed to the Director of Human Resources (Title IX and Section 504 Coordinator), 667 Perry House Road, Fitzgerald, GA 31750, 229-468-2027.