

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 – Fennimore**
APPLY BY **Posted until filled**
HIRE DATE **August 1, 2026**

DIVISION Adult Education
REPORTS TO Director of Adult Education
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE May 8, 2026

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 20-25 hours per week in Fennimore, WI.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Instruction & Learning Support

- Deliver engaging instruction in Adult Basic Education (reading, writing, math), GED/HSED preparation, and English Language Learning to diverse adult learners
- Design and implement lesson plans aligned with learner goals, placement data, and program requirements
- Create a welcoming, student-centered classroom that supports varied learning styles, abilities, and life experiences
- Incorporate Universal Design for Learning (UDL), trauma-informed, and culturally responsive instructional strategies
- Integrate real-world employment skills such as career exploration, resume writing, interviewing, and workplace communication into instruction
- Support students in setting, monitoring, and achieving educational and career goals
- Utilize instructional technology, including computer-based learning tools and online resources, to enhance learning
- Foster a respectful and inclusive environment that encourages persistence, confidence, and success

Assessment, Records, and Compliance

- Assess student progress using formal and informal methods and provide timely, constructive feedback
- Administer and interpret academic and career-readiness assessments to inform instruction and track outcomes
- Accurately maintain student records, including attendance, assessment data, and measurable skill gains
- Complete required reporting in alignment with college, state, and federal guidelines
- Maintain confidentiality of student information and adhere to FERPA guidelines

Continuous Improvement & Professionalism

- Promote continuous quality improvement of curriculum, instruction, and program operations to increase effectiveness and better serve students
- Participate in professional development to stay current with adult education best practices, instructional strategies, and technology
- Collaborate with colleagues to share strategies and improve learner outcomes
- Reflect on instructional practices and implement improvements based on data and student needs
- Model the college's Core Abilities and demonstrate professionalism in all interactions
- Perform other duties as assigned

TRAINING AND EXPERIENCE

- Bachelor's Degree in Elementary, Secondary or Adult Education and meet certification requirements of the Wisconsin Technical College Certification.
- Two years of experience as a classroom instructor.
- Possess a valid WI Driver's License and satisfactory driving record.
- Proficiency in using technology to support instruction.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge: GED/HSED content and Adult Basic Education subject areas (reading, writing, math); English Language Learning principles; assessment and placement practices; student success planning and career pathway development; instructional best practices for adult learners.

Skills: Clear, respectful communication; lesson planning and differentiation; ability to adapt instruction to varied learning levels and needs; relationship-building with diverse learners and community partners; data tracking and reporting; effective use of instructional technology and digital learning tools.

Abilities: Maintain professional boundaries; foster inclusive, supportive, and student-centered classrooms; engage learners with varied educational backgrounds and prior experiences; support student persistence and goal attainment; align instruction to academic and career pathways; demonstrate flexibility, cultural responsiveness, and a commitment to student success.

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

WAGE RANGE

Adjunct Hourly Range: \$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