

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 – Prairie du Chien**
APPLY BY **Posted until filled**
HIRE DATE **To be determined upon accepted offer**

DIVISION Adult Education
REPORTS TO Director of Special Populations
CLASSIFICATION Hourly (Non-Exempt)
POSTING DATE March 19, 2026

SUMMARY

The Adult Education & Financial Literacy Adjunct Instructor provides instruction in GED/HSED preparation, essential academic skills, and financial literacy to adult learners at the Southwest Tech Prairie du Chien Outreach Site and within a secure correctional environment. The instructor builds academic confidence, career readiness, and financial capability while maintaining compliance with all facility security procedures and Southwest Tech policies. This is a part time, non-benefitted adjunct position and will be scheduled for 20-25 hours per week at the Prairie du Chien Outreach Site and local correctional facility. This position has no end date.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

Instruction & Learning Support

- Deliver engaging instruction in Adult Basic Education (reading, writing, math), GED/HSED preparation, and financial literacy to diverse adult learners across both sites.
- Design and implement lesson plans aligned to learner goals, placement and diagnostic data, and College/DOC requirements.
- Incorporate universal design for learning and trauma-informed, culturally responsive strategies.
- Integrate digital literacy concepts and tools appropriate to each setting (including DOC-approved technology or offline methods when needed).
- Provide ongoing formative and summative feedback; adjust instruction based on data and learner progress.

Assessment, Records, and Compliance

- Administer and interpret academic and career-readiness assessments and financial literacy knowledge checks.
- Accurately track attendance, progression, testing, and outcomes; complete reporting per College and DOC timelines.
- Maintain confidentiality of student records in compliance with FERPA and applicable DOC policies.

Correctional Education Responsibilities

- Teach financial literacy, covering budgeting, banking, credit, debt management, saving/investing basics, consumer protection, and reentry-focused financial planning.
- Adhere to all institutional safety, security, and professional conduct expectations, including approved materials, classroom management, incident reporting, and movement procedures.
- Collaborate effectively with correctional education staff, security, case managers, and College personnel to support student success.

Continuous Improvement & Professionalism

- Contribute to ongoing curriculum improvement and program operations to increase effectiveness.
- Model Southwest Tech core abilities and professional behaviors; participate in required trainings (e.g., DOC, safety, assessment).
- 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.
- Ability to pass required background checks and meet DOC clearance requirements for facility access.

- Possess a valid WI Driver's License and satisfactory driving record.

KNOWLEDGE, Skills, & Abilities

- **Knowledge:** GED/HSED content; personal finance fundamentals (budgeting, banking, credit, debt, savings, fraud/scams); assessment and placement principles.
- **Skills:** Clear, respectful communication; lesson planning and differentiation; classroom management within secure environments; relationship-building with DOC personnel; data tracking and reporting; adaptability when technology/materials are restricted.
- **Abilities:** Maintain professional boundaries; foster inclusive, supportive classrooms; engage learners with limited prior success in school; align instruction to career pathways and reentry goals.

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 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.