

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 – Adjunct (Richland Center Location)**  
**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** July 30, 2024

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## SUMMARY

The Adult Education Adjunct Instructor is responsible for teaching adult education skills, GED/HSED prep, and English Language Learners (ELL) courses. This is an adjunct position and will be scheduled for 15-18 hours per week at the Richland Center location.

## ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teach adult education skills, GED/HSED prep, and English Language Learners (ELL) courses.
- Incorporate the use of computer technology into the teaching/learning process.
- Teach core ability skills and employability skills (resume writing, interviewing skills, etc.).
- Facilitate computer-aided instruction and internet linkages for students and integrate computer aided instruction in education curriculum.
- Administer academic, learning style, and career awareness assessments.
- Design, facilitate, and revise activities that promote universal design for learning.
- Promote continuous quality improvement of curriculum and program operations to increase program effectiveness.
- Continuously evaluate student progress providing informative and summative feedback through formal and informal means.
- Ability to generate, organize, and implement lesson plans to meet specific needs of students representing diverse backgrounds.
- Maintain strict confidentiality of student information – Family Educational Rights Privacy Act (FERPA).
- Model core abilities as outlined by the College.
- 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.
- Understanding of applied academic and integrated curricula.
- Basic understanding of and experience with adult/family support agencies.
- Experience with assisting and educating dislocated workers.
- Possess a valid WI Driver's License and satisfactory driving record.

## KNOWLEDGE

- Techniques for teaching writing with computers and word processing software.
- Basic understanding of and experience with adult/family support agencies.
- Thorough understanding of applied academic and integrated curricula.
- Experience with assisting and educating dislocated workers.

## SKILLS

- Excellent communication skills.
- Self-motivated and enthusiastic.
- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.

## 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](http://www.swtc.edu/jobs)  
For questions regarding the application process, or if you need an accommodation, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**. (TDD: 608.822.2072)

## 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.