

**POSITION** **BASIC EDUCATION ADJUNCT INSTRUCTOR-Richland Center**  
**APPLY BY** **January 17, 2022**  
**HIRE DATE** **January 17, 2022**

**DIVISION** Precollege  
**REPORTS TO** Director of Precollege and Service Occupations  
**CLASSIFICATION** Hourly  
**POSTING DATE** December 6, 2021

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### **SUMMARY**

This Basic Education Adjunct Instructor is responsible for teaching basic education skills, GED/HSED prep, and English Language Learners (ELL) courses. This part-time position will be scheduled 10-12 hours per week at the Southwest Tech Richland Center Outreach location.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDES**

- Teach basic 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 basic education curriculum
- Administer academic, learning style, and career awareness assessments
- Design, facilitate, and revise activities that accommodate a variety of learning styles and promote optimum student 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.
- 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.

### **EDUCATION, TRAINING, EXPERIENCE AND SKILLS**

- 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
- Knowledge of Microsoft Office and Excel, email and internet.
- Understanding of applied academic and integrated curricula
- Experience with assisting and educating dislocated workers
- Excellent communicator, including good listening skills.
- Excellent organizational skills.
- Possess a valid WI Driver's License and satisfactory driving record.

**PHYSICAL REQUIREMENTS**

Position requires: sitting, standing, talking, hearing, and seeing on a regular basis.

**APPLICATIONS**

Internal and External applicants complete and submit the online employment application at [www.swtc.edu/jobsatswtc](http://www.swtc.edu/jobsatswtc)

For questions regarding the application process, please email Human Resources at [humanresources@swtc.edu](mailto:humanresources@swtc.edu) or **608.822.2314**.

**WAGE RANGE:** Adjunct Hourly Range \$17.00 - \$30.00

**PLEASE NOTE:** All candidates selected for an interview will be required to prepare a 15-minute classroom teaching demonstration. Information regarding this teaching will be given if called in for an interview.

**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, age, gender identity, religion or sexual orientation 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.