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| **POSITION** | **Basic Education Instructor – Adjunct (Platteville Outreach Location)** |
| **APPLY BY** | **September 19, 2023** |
| **HIRE DATE** | **October 6, 2023** |
| DIVISION | Precollege |
| REPORTS TO | Adult Basic Education/Outreach Coordinator |
| CLASSIFICATION | Non-Exempt |
| POSTING DATE | September 7, 2023 |

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**SUMMARY**

Applications are presently being accepted from qualified candidates for an adjunct Basic Education Instructor. This position has responsibility for teaching basic education skills, GED/HSED prep, and English Language Learners (ELL) courses.

**ESSENTIAL DUTIES & RESPONSIBILITIES INCLUDE**

- Teach basic education skills, GED/HSED prep, and English Language Learners (ELL) courses.
- Assume any assigned instructional responsibilities related to academic support.
- Incorporate the use of digital literacy 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.

**TRAINING & EXPERIENCE**

- Bachelor's Degree in Elementary, Secondary or Adult Education.
- Ability to meet certification requirements of the Wisconsin Technical College Certification Code 850.
- Two years' experience as a classroom instructor.
- Possess a valid driver's license.

**KNOWLEDGE & SKILLS**

- Ability to generate, organize, and implement course outlines and lesson plans to meet specific needs of students representing diverse occupations and backgrounds.
- Knowledge of techniques for teaching writing with computers and word processing software.
- Thorough understanding of applied academic and integrated curricula.
- Basic understanding of and experience with adult/family support agencies.
- Experience with assisting and educating dislocated workers.
- Self-motivated and enthusiastic.

**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 608.822.2314 or email humanresources@swtc.edu

**WAGE RANGE: $20.00 - $33.00**

**Part-Time Hours at our Platteville Outreach Location**

*Adjunct instructors are provided with computer access while on campus, any work performed off campus will be done on personal equipment.

The Review Committee will screen applicants and contact them for an interview. Meeting the minimum qualifications does not assure the candidate an interview. The final candidate's employment offer will be subject to completion of a criminal background check.