

POSITION **Basic Education Instructor – Adjunct**
APPLY BY **July 8, 2022**
HIRE DATE **August 22, 2022**

DIVISION Precollege
REPORTS TO Director of Precollege and Service Occupations
CLASSIFICATION Exempt
POSTING DATE June 9, 2022

SUMMARY

Southwest Tech is seeking qualified candidates for adjunct Basic Education Instructors at the Fennimore campus and the Darlington Outreach site. These positions have principal responsibility for teaching basic education skills, GED/HSED prep, and English Language Learners (ELL) courses. These positions are part-time, non-benefited. The schedule for the Fennimore position is Tuesdays, 8:30am –5:00pm and Wednesdays, 8:30am-3:30pm and the Darlington position is 2 days/week 12-15 hours (days are flexible).

ESSENTIAL DUTIES AND 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 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

TRAINING AND 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
- Demonstrated skills using the Internet, email, using word processing software and basic file management techniques.
- 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
- Possess a valid driver's license

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 \$17.00 - \$30.00

SCHEDULES

Fennimore Campus – Tuesdays, 8:30am –5:00pm and Wednesdays, 8:30am-3:30pm
Darlington Outreach site - 2 days/week 12-15 hours - days are flexible.

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.

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, 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.