

**POSITION
APPLY BY
HIRE DATE**

**Adult Education Instructor – Adjunct (Richland County Jail Location)
September 21, 2023
October 2, 2023**

**DIVISION
REPORTS TO
CLASSIFICATION
POSTING DATE**

Precollege
Adult Basic Education/Outreach Coordinator
Non-Exempt
September 7, 2023

SUMMARY

Applications are presently being accepted from qualified candidates for an adjunct Basic Education/Life Skills Instructor. This position has principle responsibility for teaching basic education skills, GED/HSED prep, and Employability & Life Skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teach basic education skills and GED/HSED prep.
- Teach employability and life skills including but not limited to career exploration, resume writing, interviewing, parenting, financial literacy etc.
- Incorporate the use of digital literacy into the teaching/learning process
- 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
- Possess a valid driver's license

KNOWLEDGE AND 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: Adjunct Hourly Range \$20.00 - \$33.00

SCHEDULE

This position is for 4-6 hours at the Richland County Jail.

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