

POSITION	Basic Education Instructor – Adjunct (Iowa & Richland County Jails)
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 Iowa County and Richland County jails. These positions have principal responsibility for teaching basic education skills, GED/HSED prep, and employability/life skills. These positions are part-time, non-benefited. Both positions are 4-6 hours per week with potential to increase. Days and times are flexible.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE

- Teach basic education skills and GED/HSED prep courses.
- Teach employability and life skills including but not limited to career exploration, resume writing, interviewing, parenting, financial literacy, etc.
- Incorporate the use of computer technology 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
- 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

Iowa County Jail – 4-6 hours per week with potential to increase, days and times are flexible.
Richland County Jail - 4-6 hours per week with potential to increase, days and times 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.