



Posting Date: January 30, 2019  
Closing Date: February 13, 2019

# Northwest-Shoals Community College

## *Adult Education/ Ready-To-Work Teacher* (Grant Funded Position)

Position Announcement

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**STARTING DATE:**     **Approximately - March 2019**

- QUALIFICATIONS:**
- Minimum of a Bachelor's degree from an accredited college, **required**.
  - Teaching certification, preferred.
  - Teaching experience of three or more years, preferred.
  - Experience in working with adult learners, preferred.
  - Experience working with socially, economically, culturally and/or academically disadvantaged populations, preferred.
  - Prior work experience in Ready-to-Work Program, preferred.
  - Must be able to work a flexible schedule, including nights and off campus sites as needed.

- ESSENTIAL FUNCTIONS:**
- Provides instruction in literacy, adult basic education, GED® test preparation, Non-Traditional High School Diploma Options preparation, English language acquisition, family literacy, integrated English Literacy and civics education, integrated education and training, including career pathways, workplace education, and workforce preparation, including the National Career Readiness Certificate, and Ready To Work (RTW) skills integration.
  - Applies research-based instructional practices that incorporate the use of computers and other technologies.
  - Provides knowledgeable instructional strategies for reading, writing and/or math.
  - Provides a variety of instructional strategies and uses tools appropriate to the needs of the student.
  - Uses lesson plans to align with CCR Standards that integrate instruction across content areas.
  - Develops an appropriate Plan of Instruction (POI) for each adult learner that identifies each objective and/or skill for which the learner had demonstrated non and/or partial mastery.
  - Provides continuous feedback and adjusts instruction to maximize student learning.
  - Works with colleagues to develop and evaluate curriculum and materials.
  - Integrates work-, family- and community-related activities into instruction.
  - Administers and interprets appropriate placement and diagnostic tests.
  - Applies adult education principles and methods in the workforce classroom.
  - Facilitates the transfer of learned skills from the classroom to the job.
  - Plans learning experiences that are interactive and relevant to the specific workplace environment.
  - Customizes and develops workplace education curriculum and lesson plans that facilitate transference from the classroom to the job based on the workforce goals and expected training outcomes.
  - Plans instructional support activities carried out by academic assistants.
  - Evaluates the achievement of students with whom academic assistants are working.
  - Assesses and monitors learning.

- Maintains the usage of formal and informal assessment data to monitor and document student progress.
- Collects and manages accurate data for program improvement and accountability.
- Participates in the retention and follow-up of students.
- Additional duties may include assisting AE students with enrolling in postsecondary education institutions or training programs; helping students with job search skills in preparation for the workforce; connecting students with support services; and helping students establish career and educational goals.
- Maintains knowledge of program regulations, policy and procedures.
- Maintains student records.
- Supervises and monitors Academic Associates.
- Instructs RTW participants in independent study modules for career readiness skills.
- Assists RTW/AE Program Coordinator and Director in assessing participant strengths and weaknesses for preparation of individual training plans.
- Ensures that participants are instructed in appropriate skills areas as identified in career and academic assessments.
- Guide participants through career assessments and provide career advising

**SALARY:**

Compensation is in accordance with the Alabama Community College System's Salary Schedule D3 (\$25,584 - \$51,168).

**APPLICATION PROCEDURES:**

**A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form, (original signature required)*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official).*

**Submit application packet to:**

Northwest-Shoals Community College  
Office of Human Resources  
P.O. Box 2545 (800 George Wallace Blvd)  
Muscle Shoals, AL 35662  
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: [hr@nwsc.edu](mailto:hr@nwsc.edu)

**CLOSING DATE:**

**Applications should be received by no later than 4:00 p.m., Wednesday, February 13, 2019.**

*Incomplete application packets will eliminate the possibility of an interview.*

*Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.*

*The submission of all required application materials by the deadline date is the sole responsibility of the applicant.*

*Northwest-Shoals Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.*

*Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279*

*Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.*

*Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.*

*In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.*

*Northwest-Shoals Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.*

*Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.*