



## Vacancy Announcement

### Adult Education Adjunct Instructor - Evenings

CLTCC serves six parishes (Avoyelles, Concordia, Grant, LaSalle, Rapides, and Winn) in central Louisiana and has five sites: 1) the Main Campus in Alexandria; 2) the Ward H. Nash Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena and 5) the Ferriday Site in Ferriday.

Additionally, CLTCC provides instruction for several prisons and correctional institutions.

#### **SUMMARY:**

The Adult Education Instructor provides instructional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics with the purpose of increasing the students' educational functioning levels and preparing these students to obtain their high school equivalency diploma (HiSET) and transition into postsecondary education or the workforce. **This position will be domiciled at the Alexandria Campus.**

**This position is a grant funded position and the continuation of the position is dependent upon funding availability.**

#### **Duties and Responsibilities:**

- Provides instructional services to adults and youths who are out of school in basic skills such as reading, writing, and mathematics with the purpose of increasing the students' educational functioning levels and preparing them to obtain their high school equivalency diploma (HiSET).
- Follows all regulations according to LCTCS policies, grant parameters, educational plans, and student goals.
- Maintains and provides appropriate accountability records and reports.
- Continues professional development and networking with other Adult Education colleagues.
- Adapts materials when needed for the benefit of the individual student or group of students.
- Maintains student confidentiality at all times and follows FERPA policies.
- Responsible for promoting a positive environment in the professional demeanor.
- Responsible for teaching workforce preparation skills to students.
- Performs other duties as assigned by the Director of Adult Education.

#### **Required Minimum Qualifications:**

- Bachelor's Degree Required

#### **Preferred (Desired) Qualifications:**

- Master's Degree Preferred

**Additional Requirements:**

**A valid Louisiana Driver's License**

**Proof of motor vehicle insurance**

**In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.**

**Application Instructions:**

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: [hr@cltcc.edu](mailto:hr@cltcc.edu)

**Applications accepted until position is filled**

*Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.*