



## **CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE JOB ANNOUNCEMENT**

### **Adult Education Paraeducator (Part-Time) SOWELA Lamar Salter Campus**

Reporting to the Assistant Director of Adult Education and working with Site Coordinators and Instructors in the classroom at the instructional site, the Para-educator provides instructional and support services to adults and youths who are out of school in basic skills with the purpose of increasing the students' educational functioning levels and preparing these students to obtain their high school equivalency diploma or HiSET. **This position will be domiciled at the SOWELA Lamar Salter Campus.**

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

- Enrolls students and provides program orientation.
- Provides placement testing of students using CASAS and TABE.
- Prepares permanent and student working files.
- Keeps program permanent files up to date and secure.
- Provides individualized tutoring, mentoring, and counseling to students.
- Assists students with HiSET registration.
- Helps monitor attendance of students enrolled underage waivers.
- In the classroom, works with instructors to ensure that student data is accurately maintained.
- Monitors and responds to WorkReady U inquiries in WRU Prospect Database.
- Prepares electronic purchase requisitions for instructional supplies used in the classroom.
- Answers phone calls and provides program information to interested parties.
- Greets students and the general public.
- Facilitates general instructional site and classroom organization.
- Assists with maintaining a professional and respectful learning environment.
- Assists with recruiting and retention efforts.
- Maintains inventory of instructional materials.
- Attends professional development events and training sessions as requested.
- Follows program policies and procedures.
- Works with site team to ensure program success.
- Upon employment, must successfully complete the WorkReady U Instructor's Certification Course (if not already WorkReady U certified).
- Performs other duties as assigned by the Director of Adult Education.

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

- High School Diploma or High School Equivalency Diploma

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

- Associate's Degree

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

**Additional Requirements:**

**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.*