JOB DESCRIPTION

Adult Education Career Pathways Coach/Instructor (Part-Time)
Rod Brady Campus (Jena)

CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Sabine Valley Site in Many and 8) the Ferriday Site.

SUMMARY:

CLTCC seeks a well-qualified, highly motivated individual to fill the part-time position of Adult Education Career Pathways Coach/Instructor. Under the general supervision from the Assistant Director of Adult Education, he/she will provide instructional and transitional services to adults and youths participating in the CLTCC Career Pathways Program. The Adult Education Career Pathways Coach/Instructor will provide instructional services to adults and youths 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). This position will also provide relevant wrap-around services and transitional services to Adult Education students with an emphasis on Adult Education Career Pathways Program participants with the goal of helping students develop their personal, leadership, and employability skills in order to ensure positive post-secondary experiences. The Career Pathways Coach acts as mentor and motivator to students enrolled in the Adult Education Career Pathways Program with the goal of increasing the rate of student retention and student success. The Career Pathways Coach will further help students identify their barriers and come up with solutions for overcoming those barriers. The coach will also help students set goals for themselves, both short-term and long-term, and will revisit those goals frequently to help students see the progress being made. This position is expected to work closely with the Adult Education Site Coordinators, and Adult Education Instructors in order to help Adult Education Career Pathways Program participants develop their college and career success skills. This position will teach part-time in addition to providing transitional/career coaching services to students. **This position will be domiciled at the Rod Brady Campus in Jena.**

Duties and Responsibilities:

Instructional Duties

- Responsible for teaching Adult Basic Education, and high school equivalency preparation courses using instructional methods geared toward the adult learner in a classroom setting.
- Responsible for teaching the HiSET test areas (reading, writing, social studies, science, and math) or adult basic education skills areas (writing, math, language).
- Responsible for teaching Workforce Preparation courses to Adult Education & Career Pathways Students.
- Responsible for teaching Community Education courses, including but not limited to College & Career Transitions, Digital Literacy, Financial Literacy, Health Literacy, and Workforce Preparation.
- Plans and prepares relevant and practical classroom lessons and monitors student's performance.
- Administers the Official HiSET Practice Test (OPT) to students.
- Implements a variety of instructional delivery methods, that include group or individualized instruction as well as computer programs that help students make learning gains. Relies on experience and judgment to accomplish goals.
- Completes and maintains appropriate student registration, attendance, and assessment records, and ensures timely submission of data to data-entry staff for National Reporting System (NRS) input.
- Makes use of online instructional programs to supplement in-class instructional delivery.
- Administers Test of Adult Basic Education (TABE) tests to determine individual progress.

- Creating a climate that encourages and supports learning.
- Enrolls and registers students into the Adult Education Program.
- Communicates with students and community about program services as part of outreach and enrollment growth effort.
- Recruits students into the Adult Education Program and Adult Education Career Pathways Program (Integrated Education and Training, and the Five for Six Scholarship Program) to ensure continual flow of students concurrently entering the HiSET and Career Pathways programs.

Career Pathways Coaching Duties

- Assists with and promotes student transitions into the workforce and postsecondary education through programs such as Integrated Education & Training (IET) or the Five for Six Scholarship Program.
- Recruits students into the CLTCC Adult Education/WRU Program and CLTCC Adult Education Career Pathways Program (Integrated Education and Training, and the Five for Six Scholarship Program) to ensure continual flow of students concurrently entering the HiSET and Career Pathways programs.
- Assists students in applying for degree/non-degree programs at CLTCC and other colleges/universities.
- Provides prospective and current students with information regarding the current job market and trends in career choices.
- Develops and present workshops providing individual coaching regarding employment search strategies and methods, resume and interview preparation, and other professional development topics for Adult Education students.
- Assists prospective and current students with career exploration activities and career assessments. This includes test administration duties.
- Guides Career Pathways Program students through the entire admissions process to ensure accurate and timely enrollment into Adult Education/WRU classes and the Adult Education Career Pathways Program, thus establishing a pipeline into future for-credit college programming.
- Guides Career Pathways Program students through the financial aid/FAFSA process to ensure timely and accurate processing of information in preparation for entry into Adult Education Program and Adult Education Career Pathways Programs.
- Provides navigational services throughout students' time at CLTCC, even after HiSET completion-in order to ensure higher persistence, retention and completion rates that benefit students and college as a whole.
- Follows-up with students after exiting the Career Pathways Program to ensure accurate data is collected (credentials earned, completer data, job placement data, etc.).
- Collaborates with local Workforce Development Boards and other workforce-related entities to ensure students register and qualify for external partner benefits and assistance.
- Arranges for additional tutoring as needed for at-risk students in order to better support supplemental teaching and learning practices in and out of the classroom.
- May be required to visit multiple campus locations and community-based locations throughout the work week in an effort to maintain effective communications on a consistent basis.
- Performs other duties as assigned by the Director or Assistant Director of Adult Education.

Knowledge of:

- Teaching and learning strategies
- Knowledge of applicable laws, codes, regulations, policies, and procedures related to Adult Basic Education.
- FERPA

QUALIFICATIONS

- Bachelor's degree required;
- Master's degree preferred;
- WorkReady U certification and WorkReady U experience preferred. Teaching and related experience with Adult Education populations preferred.
- Experience working with adult education career pathways programs preferred.
- Upon employment, must successfully complete the WorkReady U Instructor's Certification Course (if not already WorkReady U certified).

Compensation:
$25/hour

Additional Requirements:
A valid Louisiana Driver's License (some travel may be required)
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

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.