

# ***SOUTHWEST TEXAS JUNIOR COLLEGE***

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APPLICATION: [WWW.SWTJC.EDU](http://WWW.SWTJC.EDU)

## **POSITION VACANCY NOTICE**

**Position:** **Adult Education & Literacy HSE Instructor [ PT position]**

*(Nights 6-9 p.m. M-W) - Start Date – Sept. 10, 2018*

**Location:** **Del Rio, TX**

**Closing:** **August 31, 2018 or until filled**

**Description of Job Duties:** Utilizes adult learning theory in classroom activities and assists in delivering curriculum aligned with the Adult Education Content Standards. Responsible for maintaining lesson plans, attendance records, student evaluations and student progress portfolios. Develops ITEC Plans to promote goal-setting and address deficiencies and strengthen academic student achievement. Provide instruction in the basic core courses. Work rules, code of conduct and other policies are part of the essential functions of the job. Demonstrates effectiveness ability to communicate effectively and build rapport with students, employees and college personnel.

**Salary:** **Hourly Rate** - \$20/\$22 per hour based on degree.

**QUALIFICATION REQUIREMENTS:** The ability to communicate with SWTJC-AEL personnel and to conform to rules and regulations required. Working knowledge of computers and communication technology, including Windows 10 and Microsoft Office 365 software. Internet experience a must along with ability to incorporate instructional technology into classroom deliverables. Teacher Certification preferred but not required.

**Education:** Bachelor's degree required. Preference in Math and Reading/Language Arts.

**Additional Qualification Requirements:** Must possess the required knowledge, skills, abilities and experience and be able to explain and demonstrate, with or without reasonable accommodations, the essential functions of the job. Practical experience in working with multi-level classrooms and diverse populations. Must meet SBOE staff development requirements for the position. Candidate must be authorized to work in the U.S. and must provide verifiable credentials; successful completion of the physical specified for the position. Travel is required to other geographic locations served by the college. Must have a valid Driver's License and be insurable through SWTJC insurers.

**Submit Application To:** c/o Eliza Diaz, AEL Director (address on application). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a letter of intent to apply, 2) SWTJC application form, 3) resume, and 4) copies of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

### **NOTICE TO APPLICANTS**

With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

An Affirmative Action/Equal Opportunity Institution.