

**ABE/DWS Instructor**  
**Gillette Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=217500>

Downloaded On: May. 9, 2024 12:11am

Posted Jul. 12, 2023, set to expire Jun. 20, 2024

<b>Job Title</b>	ABE/DWS Instructor
<b>Department</b>	CCCR/Adult Education
<b>Institution</b>	Gillette Community College District Gillette, Wyoming
<b>Date Posted</b>	Jul. 12, 2023
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	August 2023
<b>Job Categories</b>	Lecturer/Instructor
<b>Academic Field(s)</b>	Education
<b>Job Website</b>	<a href="https://gillettecollege.org/about/employment-opportunities/">https://gillettecollege.org/about/employment-opportunities/</a>
<b>Apply By Email</b>	<a href="mailto:dsanders@gillettecollege.org">dsanders@gillettecollege.org</a>
<b>Job Description</b>	

**Job Description**

Job Title:	ABE/DWS Instructor (Part-time)
FLSA Status:	Non-Exempt
Grade:	N/A
Department:	CCCR/Adult Education

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Reports to: Interim Director of College and Career Readiness

### **Job Summary**

The High School Equivalency Part Time Instructor is responsible for instruction for CCCR classes. The Part Time Instructor will assist students in obtaining a High School Equivalency Certificate (HSEC) and Work Readiness Skills. This employment is paid through a government grant, which will be reviewed on an annual basis.

### **Essential Duties and Responsibilities**

- Assist in the identification and implementation of appropriate instructional materials for students.
- Assist with new enrollment process, Career Services course.
- Provide learning assessments to CCCR students to identify any key breakdowns in learning. Develop and maintain an appropriate learning environment for students.
- Work with full time instructors to deliver instruction in Reading, Writing and Social Studies.
- Track student attendance and other student data as required.
- Maintain communications with supervisor on progress of students.
- Perform other related duties as assigned by supervisor.

### **Knowledge, Skills, and Abilities Required by the Position**

- MS Office software (word, outlook, publisher, and excel)
- Knowledge of computers
- Good communication skills
- Student services
- Multi-media equipment
- Classroom and individual instruction
- Teamwork
- Time management

### **Working Conditions/Physical Requirements**

- Prolonged periods of sitting at a desk
- Must be able to work through interruptions.

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**Supervisory and Management Responsibility**

None

**Minimum Qualifications**

- Associates Degree in Education or related field
- Bachelors in Adult Education preferred.
- Two years classroom experience with an at-risk group preferred.

**Complete applications will contain a cover letter, resume, and a Gillette College Application.**

**HOW TO APPLY: VISIT [WWW.GILLETTECOLLEGE.ORG](http://WWW.GILLETTECOLLEGE.ORG) OR SUBMIT THE REQUIRED DOCUMENTS TO [DSANDERS@GILLETTECOLLEGE.ORG](mailto:DSANDERS@GILLETTECOLLEGE.ORG).**

**EEO/AA Policy**

**Equal Opportunity and Affirmative Action Employer**

*Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or [kpercifield@gillettecollege.org](mailto:kpercifield@gillettecollege.org), or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.*

**Contact Information**

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

**Contact**      Danielle Sanders  
HR Coordinator  
Gillette Community College District  
300 W Sinclair St  
Gillette, WY 82718

**Phone Number**      307-681-6322  
**Contact E-mail**      dsanders@gillettecollege.org