

Adjunct - GED/ABE/ESL  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=233970>

Downloaded On: Jul. 3, 2024 1:50am

Posted Apr. 3, 2024, set to expire Mar. 28, 2025

**Job Title** Adjunct - GED/ABE/ESL  
**Department** Liberty Education Center  
**Institution** Lee College  
Baytown, Texas

**Date Posted** Apr. 3, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Adjunct Professor

**Academic Field(s)** Education

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**Job Description**

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**Adjunct - GED/ABE/ESL**

**Salary:** \$48.96 Hourly

**Job Type:** Part-Time

**Job Number:** FY2300175

**Location:** Liberty Education Center - Liberty, TX

**Division:** Provost/Academic & Student Affairs

**Position Overview**

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Provide the expertise and knowledge that support Adult Education and Literacy (AEL) curriculum and programs. Establish courses following accepted Texas Adult Education and Literacy Content standards, teach students using a variety of effective methodologies and provide engagement and support activities that encourage student learning. The role of the Instructor encompasses teaching distance learning, academic advising, professional development and institutional and community service. Provide quality instruction to adult learners, integrating meaningful classroom activities and valuable experience that facilitate student learning goals and workforce training and employment skills.

### **Essential Duties & Responsibilities**

- Provide ABE activities and instruction across a continuum, from pre- and basic literacy through elementary levels, culminating with competencies equivalent to the eighth-grade level. Instruction includes reading, mathematics, communication skills, social studies, physical sciences and health, Digital Literacy, and career and college readiness competencies;
- Provide Adult Secondary Education activities and instruction comparable to the competencies developed in secondary high school and college development education;
- Provide instruction to help students earn the Texas Certificate of High School Equivalency (TxCHSE) by successfully passing one of three tests (TASC, HiSET, GED) issued by TEA;
- Provide ESL activities and instruction designed to support English Language Learners in achieving competence in reading, writing speaking, and comprehension of English that leads to the attainment of a secondary school diploma or its recognized equivalent, followed by a transition to postsecondary education and training or employment; Provided Integrated English Literacy Civics instruction to adult English Language Learners, including professionals with degrees and credentials in their native countries, and enable them to achieve competency in English and acquire the basic and more advanced skills necessary to function effectively as parents, workers, and citizens in the United States;
- Provide instruction in literacy, ESL, and the rights and responsibilities of citizenship and civic participation;
- Provide instruction that will teach students the skills in obtaining postsecondary and training credentials that are of value to local businesses;
- Provide instruction for students to learn career and college planning including establishing short-term and long-term goals. An additional instruction on employment and training awareness, career and college readiness, and transition skills;
- Provide AEL instruction and activities for students concurrently and contextually with Workforce Preparation Activities and Workforce Training for specific occupations identified as existing and emerging in-demand or targeted occupations or occupational clusters;
- Provide Distance Learning activities in which participants and instructors are separated by geography, time, or both for most of the instructional period;

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- Provide instruction on Financial Literacy.

**Teaching:**

- a. Demonstrate skill and/or knowledge in teaching discipline;
- b. Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques, and delivery methods;
- c. Use the AEL standard syllabus for each course type and departmental guidelines;
- d. Plan, develop, and use a variety of teaching methods and materials that assist students in meeting course objectives and which are appropriate for students with differing educational and experiential backgrounds and learning styles;
- e. Evaluate students to measure their progress toward achievement of stated course objectives and inform them of their progress in the course in a timely manner;
- f. Keep accurate student records and submit related reports and forms within requested timelines;
- g. Teach courses at a variety of times and locations in response to institutional needs;
- h. Use equipment and facilities responsibly and courteously; and
- i. Demonstrate competence and interest in the use of technology in the classroom and willingness to explore new instructional methodologies.

**Academic Advising:**

- a. Maintain professional relationships with students, colleagues, and the community;
- b. Provide access to students through posted office hours, electronic communication, and other appropriate methods. Provide advice and assistance to students regarding instructional or program-specific issues;
- c. Provide presentations on particular academic fields or workforce training programs and discuss opportunities for academic transfers and work (co-ops, part-time, work-study) as well as support services, scholarships, etc.; and
- d. Work with Program Director to take on appropriate academic advising activities as needed by the AEL Program.

**Professional Development:**

- a. Establish annual objectives for professional growth in consultation with the department Program Director and Teacher Supervisor;
- b. Keep pace with developments in the discipline;
- c. Learn and apply technologies that support student learning and
- d. Participate in the evaluation process for self, department, and college;
- e. Willingness to complete four hours of New Employee Induction (NEI) orientation and two hours of

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classroom observation in an AEL class; and

f. Willingness to complete 15 PD hours, which must include principles of adult learning and at least another six hours, must be in relevant areas of literacy instruction. Additional six hours of PD must be in content areas, but the content must be related and relevant to the purpose of the AEL program.

### **Institutional and Community Service:**

- a. Be familiar with and adhere to all policies and procedures of Lee College.
- b. Participate in activities required to maintain program and college accreditation standards.

### **Additional Duties & Responsibilities**

Perform other duties as assigned.

### **Minimum Education, Experience, Knowledge, Skills & Abilities**

- Bachelor's degree from an accredited college or university is required.
- One (1) year of teaching experience required
- Experience with curriculum development
- Possess good organizational and planning skills
- Available to teach day, afternoon, evening, or weekend classes at the Lee College Education Center - South Liberty County
- Knowledge and skill in a variety of computer usage and software are required;
- Knowledge of instructional methods in Andragogy
- Excellent interpersonal skills and the ability to communicate effectively with a diverse professional, community, and student population
- Demonstrate sensitivity toward students from diverse academic, socio-economic, cultural, and ethnic backgrounds and students with disabilities
- Demonstrate the ability to inspire and motivate students in a learning-centered environment
- Self-disciplined and able to effectively manage others
- Maintain accurate record keeping in accordance with policy guidelines and tracks students' progress for academic, career, and personal growth
- Assist adult learners with registration, orientation, and assessment as needed according to standards and procedures
- Advise students on academic and career issues

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**Preferred:**

- Texas Teaching Certificate
- Teaching experience working with adult students in a multi-level setting
- Experience working with a diverse population

*Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.*

To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3890000/adjunct-ged-abe-esl>

**Contact Information**

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

**Contact**

N/A

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