AcademicKeys
UNLOCKING ACADEMIC CAREERS

Bilingual - Computer Skills Instructor, ACC Community Education
Austin Community College

Direct Link: https://www.AcademicKeys.com/r?job=242730
Downloaded On: Aug. 10, 2024 11:17am
Posted Aug. 5, 2024, set to expire Nov. 29, 2024

Job Title	Bilingual - Computer Skills Instructor, ACC Community Education
Department	Computer Science
Institution	Austin Community College Austin, Texas
Date Posted	Aug. 5, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Sciences - Computer Science Administration - Other
Apply Online Here	https://apptrkr.com/5490107
Apply By Email	

Job Description

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Bilingual - Computer Skills Instructor, ACC Community Education

Austin Community College

Job Posting Closing Times: Job postings are removed from advertising at **12:00 A.M.** on the closing date e.g., at midnight on the day before the closing date.

If you are a current Austin Community College employee, please click this link to apply through your Workday account

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Austin Community College is a public two-year institution that serves a multicultural population of approximately 41,000 credit students each Fall and Spring semester. We embrace our identity as a community college, as reflected in our mission statement. We promote student success and community development by providing affordable access, through traditional and distance learning modes, to higher education and workforce training, including appropriate applied baccalaureate degrees, in our service area.

As a community college committed to our mission, we seek to recruit and retain a workforce that:

- Values intellectual curiosity and innovative teaching
- Is attracted by the college's mission to promote equitable access to educational opportunities
- Cares about student success and collaborates on strategies to facilitate success for populations including; first generation college students, low-income students, and students from underserved communities.
- Focused on student academic achievement and postgraduate outcomes
- Welcomes difference and models respectful interaction with others
- Engages with the community both within and outside of ACC

Job Posting Title:
Bilingual - Computer Skills Instructor, ACC Community Education

Job Description Summary:
Teaches Computer Skills at off-site Partner Locations

Job Description:

Description of Duties and Tasks

- Teaches Digital Literacy courses as assigned in community partnership locations
- Participates in evaluations of curriculum and instruction
- Participates in the evaluation of instructional materials
- A positive attitude and a passion for working in the community
- Available to teach during one of the schedules in the Morning, Afternoon, or Evening
- Flexible, dynamic, and ability to create community within the classroom

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Knowledge

- Adult Learning Theory and Practice
- Demographics and experiences of language learners in the Central Texas Region
- Principles and techniques of teaching, classroom management, and lesson planning

Skills

- A positive attitude and a passion for working in the community
- Flexible, dynamic, and ability to create community within the classroom.
- Lesson Planning experience
- Knowledge of best practices in the Adult Education field
- Communicate both orally and in writing.
- Establish effective relationships with students, faculty, staff, and the business community.
- Interpret, apply, and explain regulations, policies, and procedures.
- Plan and organize the programs and activities assigned.
- Excellent verbal and written communication skills.
- Maintaining confidentiality of work-related information and materials.
- Effectively using interpersonal and written communication skills.

Technology

- Use a variety of spreadsheet, word processing, database, and presentation software.

Required Work Experience

- Experience working with diverse populations, either personally or professional

Required Education

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- As required.

Preferred Skills and Experience

- Bilingual - Spanish/English
- Experience teaching Digital Literacy Skills in a community setting

Special Requirements

Licenses/Certifications; Other

- Valid Texas Driver's License and reliable transportation for local Austin area travel.

Physical Requirements

- Work is performed in a standard office or similar environment.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Pay Rate

$35 - $40 Hour

Number of Openings:
3

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Job Posting Close Date:
August 15, 2024

Clery Act

As required by the US Department of Education, employees are required to report violations under Title IX and, under the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act), select individuals are required to report crimes. If this position is identified as a Campus Security Authority (Clery Act), you will be notified, trained, and provided resources for reporting.

Disclaimer

The above description is an overview of the job. It is not intended to be an all-inclusive list of duties and responsibilities of the job, nor is it an all-inclusive list of the skills and abilities required to do the job. Duties and responsibilities may change with business needs. ACC reserves the right to add, change, amend, or delete portions of this job description at any time, with or without notice. Employees may be required to perform other duties as requested, directed, or assigned. In addition, reasonable accommodations may be made by ACC at its discretion to enable individuals with disabilities to perform essential functions of the job.

To apply, please visit: https://austincc.wd1.myworkdayjobs.com/en-US/External/job/Austin-Community-College/Bilingual---Computer-Skills-Instructor--ACC-Community-Education_R-6435

Contact Information

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

Contact

Computer Science
Austin Community College
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