

Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

<b>Job Title</b>	Faculty Coordinator, Adult Education Literacy Program (Lee College Education Center - Liberty)
<b>Department</b>	
<b>Institution</b>	Lee College Baytown, Texas
<b>Date Posted</b>	Sep. 23, 2024
<b>Application Deadline</b>	10/02/2024
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Education Administration - Academic Unit
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5653631">https://apptrkr.com/5653631</a>

**Apply By Email**

**Job Description**

Image not found or type unknown

**Faculty Coordinator, Adult Education Literacy Program (Lee College Education Center - Liberty)**

**Salary:**

**Job Type:** Full-Time

**Job Number:** FY2300485

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

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

Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

### Position Overview

This is a 12-month faculty coordinator position providing the expertise and knowledge that supports Adult Education and Literacy (AEL) curriculum and programs. This position is located at the Lee College Education Center - South Liberty County in Liberty, Texas. The faculty coordinator will publicize, recruit, enroll, manage, and teach AEL courses. This position is responsible for 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 faculty coordinator encompasses teaching distance learning, academic advising, professional development, and institutional and community service. The faculty coordinator will develop an Integrated Education and Training (IET) model as a way to support adults in gaining the skills needed to enter a career pathway that leads to living wage jobs.

### Essential Duties & Responsibilities

- Manage and coordinate the Adult Education Literacy (AEL) curriculum and programs including Adult Basic Education (ABE), General Education Development - High School Equivalency (GED), English as a Second Language (ESL), and Integrated Education and Training (IET).
- Develop a recruitment and outreach plan for AEL at the Lee College Education Center - South Liberty County
- Establish class schedules, enroll students, and monitor student progress and attendance in AEL programs
- Work with Lee College Cross-Credit Coordinators to design an integrated education and training program.
- Ensure program faculty 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.
- Ensure program faculty provide Adult Secondary Education activities and instruction comparable to the competencies developed in secondary high school and college development education.
- Ensure program faculty 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.
- Ensure program faculty provide ESL instruction in literacy, ESL, and the rights and responsibilities of citizenship and civic participation.
- Ensure program faculty provide ESL activities and instruction designed to support English Language Learners in achieving competence in reading, writing speaking, and comprehension of

Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

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.

- Ensure AEL courses meet the requirement of Texas Workforce Commission programming including English Literacy Civics Instruction, instruction that will teach students the skills in obtaining postsecondary and training credentials that are of value to local businesses; instruction for students to learn career and college planning including establishing short-term and long-term goals. Additional instruction on employment and training awareness, career and college readiness, and transition skills.
- Ensure 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.
- Offer Distance Learning activities in which participants and instructors are separated by geography, time, or both for most of the instructional period.
- Ensure instruction on Financial Literacy.

**Teaching:**

- Demonstrate skill and/or knowledge in teaching discipline.
- Make continuous efforts to improve the quality of instruction by reviewing and utilizing innovative methodologies, techniques, and delivery methods.
- Use the AEL standard syllabus for each course type and departmental guidelines.
- 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.
- 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;
- Keep accurate student records and submit related reports and forms within requested timelines.
- Teach courses at a variety of times and locations in response to institutional needs.
- Use equipment and facilities responsibly and courteously.
- Demonstrate competence and interest in the use of technology in the classroom and willingness to explore new instructional methodologies.

**Academic Advising:**

- Maintain professional relationships with students, colleagues, and the community.
- Provide access to students through posted office hours, electronic communication, and other appropriate methods. Provide advice and assistance to students regarding instructional or

Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

program-specific issues.

- Provide presentations on a 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 Professional Development.
- Establish annual objectives for professional growth in consultation with the department Program Director and Teacher Supervisor.
- Keep pace with developments in the discipline.
- Learn and apply technologies that support student learning.
- Participate in the evaluation process for self, department, and college.
- Willingness to participate in New Employee Orientation and two hours of classroom observation in an AEL class.
- Willingness to complete 15PD hours, which must include principles of adult learning, and at least another six hours, must be in relevant areas of literacy instruction.

**Institutional and Community Service:**

- Be familiar with and adhere to all policies and procedures of Lee College.
- Participation 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 (or higher) degree from an accredited college or university
- One(1) year of teaching experience
- 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

Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

- ethnic backgrounds and students with disabilities
- Demonstrate 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 track 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

Preferred:

- Teaching experience working with adult students in a multi-level setting
- Experience working with a diverse population
- Texas Teaching Certificate
- Able to read, write, and speak both English and Spanish
- ESL and/or Bilingual Certified

*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/4663694/faculty-coordinator-adult-education-literacy-program-lee-college-education-cent>

jeid-01e83fcdaf43664089b7c91175b5f534



Faculty Coordinator, Adult Education Literacy Program  
(Lee College Education Center - Liberty)  
Lee College

Direct Link: <https://www.AcademicKeys.com/r?job=245597>

Downloaded On: Sep. 27, 2024 1:21am

Posted Sep. 23, 2024, set to expire Oct. 2, 2024

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

**Contact**

N/A

Lee College

,