AE Instructor I
Austin Community College

Job Title	AE Instructor I
Department	Capitol Area Adult Education and Literacy Consortium
Institution	Austin Community College Austin, Texas
Date Posted	Sep. 23, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education Humanities - English
Apply Online Here	https://apptrkr.com/5661189
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Job Description	

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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:
AE Instructor I

Job Description Summary:
Responsible for instruction in English as a Second Language (ESL) or High School Equivalency (HSE/GED) at the locations listed below. This hourly rate and position is for instructors assigned a class for the Capitol Area Adult Education and Literacy Consortium. Multiple positions are available.

Available classes & locations:
-In-person night classes at ACC Highland or Northridge, Asian American Resource Center, and possibly other community locations and ACC campuses (Monday/ Wednesday or Tuesday/ Thursday 6pm-8:30pm).
-In-person daytime Saturday at Highland or Northridge Campus
-In-person daytime ESL classes at the Travis County Correctional Complex in Southeast Austin (near Del Valle)
-In-person daytime MTW classes in the South Austin area (community partner site)
-In-person morning Mon, Tue, Wed, Thu 9:00AM - 11:30AM HSE/GED classes at Gardner Betts

Juvenile in South Austin area; all GED exam topics (Language Arts, Math, Social Studies, Science) -Some daytime, evening and Saturday live online classes. Must be proficient in using learning management systems (LMS) and video conferencing platform (Zoom)

Job Description:

Description of Duties & Tasks

- Develop a classroom environment conducive to optimal student learning with a balance of structure and care.
- Instruct adults in English as a Second Language (ESL) which includes grammar, listening, speaking, reading, and writing, digital literacy, financial literacy, and civics; or instruct adults Math and Language Arts in preparation for the GED Test.
- Maintain and document student daily attendance records
- Monitor, and record student progress using formal and informal methods.
- Participate in mandated teacher training sessions.
- Complete annual professional development requirements established by the Texas Workforce Commission.

Knowledge

- Knowledge of effective teaching techniques for high student engagement.
- Able to plan creative, relevant interactive lessons that match student learning needs.
- Effective classroom management and individual communication techniques.
- Knowledge of virtual conferencing tools such as Zoom.
- Knowledge of ACC student systems such as ACC email, claiming your ACCeID, and online services.
- Growth mindset and its application in the classroom.

Skills

- Maintaining an established work schedule, including evenings and/or weekends.
- Effectively using interpersonal and communication skills including tact, diplomacy, and professionalism.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.

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- Establishing and maintaining effective working relationships.
- Ability to follow policies and procedures.
- Ability to assist students with digital literacy and ACC online tools such as ACC email, ACCeID, and online services.

Technology Skills

- Demonstrated proficiency using standard office software applications.
- Google Office Suite
- Video conferencing tools such as Zoom, and Google Meet.

Required Work Experience

- One year of related experience.

Required Education

- Bachelor's degree

Preferred Work Experience

- Previous work experience in grant-funded or nonprofit education programs, adult literacy, college or career readiness, higher education, or teaching adults.

.Preferred Education

- Bachelor's or Master's degree in a related field.

Special Requirements

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

Other Preferred Qualifications

- Trained in a specialized curriculum such as Wilson Reading System or Neuhaus
- CELTA or TESOL certification
- Knowledge of Google spreadsheets.

Physical Requirements

- Work is performed in standard classroom and office environments.
- Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- Occasional lifting and moving of objects up to 10 pounds.

Safety

- Work safely and follow safety rules. Report unsafe working conditions.

Pay Rate

$32.70/hour

Number of Openings:
30

Job Posting Close Date:
October 21, 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

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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/Highland-Campus/AE-Instructor-I_R-6725

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Contact Information

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

Contact

Capitol Area Adult Education and Literacy Consortium
Austin Community College

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