

AE Instructor I (HOURLY)
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=248960>

Downloaded On: Nov. 19, 2024 11:25am

Posted Nov. 18, 2024, set to expire Nov. 29, 2024

Job Title	AE Instructor I (HOURLY)
Department	Vocational
Institution	Austin Community College Austin, Texas
Date Posted	Nov. 18, 2024
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Vocational/Technical
Apply Online Here	https://apptrkr.com/5806148

Apply By Email

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 (HOURLY)

Job Description Summary:

Responsible for instruction in English as a Second Language (ESL) and/or subject/subjects of the GED (writing skills, social studies, science, language arts, and mathematics) and/or non-credit Career Pathways classes (computer/IT, accounting, and other in-demand occupational areas) and/or substitution of these same classes.

Job Description:

Description of Duties & Tasks

- Instructs in ESL, and/or subject/subjects of the GED (writing skills, social studies, science, language arts, and mathematics), and/or non-credit Career Pathways classes (computer/IT, accounting, and other in-demand occupational areas).
- Prepares student monthly reports.
- Maintains student daily records, monitoring, and recording student progress using formal and

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informal methods.

- Participates in mandated teacher training sessions.
- Develops classroom environment conducive to optimal student learning with a balance of structure and care.
- Completes annual professional development requirements established by the Texas Workforce Commission.

Knowledge

- Knowledge of effective teaching techniques.
- Able to plan creative, relevant lessons that match student learning needs.
- Effective classroom management and individual communication techniques.
- Knowledge of virtual conferencing tools such as WebEx, Blackboard Collaborate Ultra, and/or Google Meet.
- 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 evening and/or weekends.
- Effectively using interpersonal and communications skills including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow-through.
- Maintaining confidentiality of work-related information and materials.
- 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.

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- Video conferencing tools such as WebEx, Google Meet, and/or Blackboard Collaborate Ultra.

Required Work Experience

- One year teaching experience in adult education or in a related non-traditional setting.

Preferred Work Experience

- Teaching in an online environment.
- Previous work experience in higher education setting.

Required Education

- Bachelor's degree.

Preferred Education

- Master's degree in Adult Education.

Special Requirements

- Valid Texas Driver's License and reliable transportation for local Austin area travel.
- Must be available to teach evenings and weekends.

Other Preferred Qualifications

- Trained in specialized curriculum such as Wilson Reading System, Neuhaus, and/or Making Math Real.
- ACC systems such as Ellucian Colleague.

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Physical Requirements

- Work is performed in a standard office environment.
- 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 and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.

Salary Rate:

\$32.70/hr

Number of Openings:

5

Job Posting Close Date:

November 28, 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.



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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--HOURLY-_R-6978

Contact Information

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

Contact

Vocational
Austin Community College

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