

Instructor, Adult Education
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=249321>

Downloaded On: Nov. 24, 2024 10:10am

Posted Nov. 21, 2024, set to expire Nov. 29, 2024

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|-----------------------------|---|
| Job Title | Instructor, Adult Education |
| Department | Education |
| Institution | Austin Community College Austin, Texas |
| Date Posted | Nov. 21, 2024 |
| Application Deadline | Open until filled |
| Position Start Date | Available immediately |
| Job Categories | Lecturer/Instructor |
| Academic Field(s) | Education |
| Apply Online Here | https://apptrkr.com/5816707 |
| 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:

Instructor, Adult Education

Job Description Summary:

Responsible for instruction in all levels of the College Prep TSI Improvement Program. **IMPORTANT NOTE: THIS POSITION IS A 10.5-MONTH (200 work days) POSITION. THE PAY RANGE WILL BE PRORATED FOR LESS THAN 100% POSITIONS.**

Job Description:

Description of Duties and Tasks

- 1) Instructs adult students of all skill levels in math, language, and reading. Prepares students for TSI (Texas Success Initiative Assessment) exams and other required testing for ACC college credit registration.
- 2) Supports students in a Coordinator role for additional outside class instruction (i.e., tutoring support sessions).

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- 3) Establishes clear and understandable student classroom expectations and communicates these expectations in written form using a syllabus and/or in person during the first week of class. Maintains and follows through on these same expectations throughout the academic period.
- 4) Develops and follows structured curriculum related to TSI content areas. Areas covered are communicated in written form using a syllabus.
- 5) Develops classroom environment conducive to optimal student learning: balance of structure and care.
- 6) Maintains, reports, completes and turns in (where appropriate) all student records by posted due dates including original in-class sign-in sheets, student testing, electronic attendance, online registration, grading, and distance learning hours.
- 7) Completes annual professional development requirements as required.
- 8) Participate in required meetings and workshops.
- 9) Assists with the development and maintenance of departmental end of term assessments and syllabus shells.
- 10) Mentoring of new College Prep hourly instructors.
- 11) Works with Austin Community College Adult Education Community Partners.

Knowledge

- * Knowledge of various effective teaching techniques.
- * Effective classroom and individual communication methods.
- * Familiarity with levels and areas within Adult Education.
- * Growth mindset (Dweck, 2006) and its application to teaching.
- * Explicit instruction of various learning strategies including modeling metacognitive processes.
- * General assessment principles and best methods for test preparation.
- * Able to plan and create relevant lessons that match student learning needs. Learning needs determined by on-going formal and informal assessments.

Skills

- * Maintaining confidentiality of work-related information and materials.
 - * Sensitive to student population, and demonstrate effective communication and interpersonal skills.
 - * Flexibility to follow policies and procedures as they come available.
 - * Ability to instruct using specialized curriculum
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- * Application of growth mindset (Dweck, 2006) in classroom.

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- * Ability to maintain an established work schedule, including evenings and weekends.
- * Demonstrated effective communication and interpersonal skills.
- * Effective organizational and planning skills.

Technology Skills

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

Required Work Experience

- * Two years experience in any College Prep Program that supports TSI student preparation.

Required Education

- * Bachelor's degree or higher.

Preferred Education

- * Master's degree or higher

Special Requirements

- * Valid Texas Driver's License and reliable transportation needed for local Austin area travel.
- * Work is performed in a standard office or classroom environment.
- * Subject to standing, walking, sitting, bending, reaching, pushing, and pulling.
- * Occasional lifting of objects up to 10 pounds.

Salary

\$45,344 - \$56,680

Number of Openings:

1

Job Posting Close Date:

December 3, 2024



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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/Highland-Campus/Instructor--Adult-Education_R-6977

Contact Information

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

Contact

Education

Austin Community College

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