

Instructor, Adult Education
Austin Community College

Direct Link: <https://www.AcademicKeys.com/r?job=254312>

Downloaded On: Mar. 12, 2025 10:38am

Posted Mar. 11, 2025, set to expire Nov. 29, 2025

Job Title	Instructor, Adult Education
Department	Education
Institution	Austin Community College Austin, Texas
Date Posted	Mar. 11, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
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Job Description	

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Instructor, Adult Education

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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 English as a Second Language (ESL) and High School Equivalent (HSE) career pathways support including ability to benefit literacy, basic skills, adult secondary skills, and HSE test preparation including all subject areas (reading, writing, mathematics, social studies, and science). **IMPORTANT NOTE: THIS POSITION IS A 10.5-MONTH (200 work days) POSITION. THE FY25 SALARY IS ADJUSTED BASED ON THE 10.5 MONTH CONTRACT (\$45,344 MINIMUM - \$56,680 MIDPOINT). THE PAY RANGE WILL BE PRORATED FOR LESS THAN 100% POSITIONS.**

Job Description:

Description of Duties and Tasks

1) Instruct adult learners at all skill levels in English language, communication (oral and written), reading comprehension, and civic and community engagement. Prepares students for required tests,

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advanced academics, and career training.

- 2) Communicate and enforce standardized classroom expectations through a written course syllabus at the beginning of each academic term.
- 3) Assists students in defining clear and achievable academic and professional objectives.
- 4) Develops and follows a structured curriculum based on Texas Workforce Commission AEL content standards. Communicate covered areas using a standardized syllabus.
- 5) Participates in the Adult Education enrollment process.
- 6) Establish a balance between structure and care in the classroom to create an ideal environment for students to learn effectively.

- 7) Consistent use of interactive teaching methods including strategies training and differentiated, multisensory activities for whole class, small groups, peer-to-peer, and individuals.
- 8) Maintains student records including attendance, testing, registration, grading, and distance learning hours. Submit all documentation by the designated due date.
- 9) Completes required annual professional development.
- 10) Participate in required meetings, webinars, and workshops.
- 11) Monitors and records student progress using formal and informal methods. Administers program-approved end-of-semester assessments. Ensure students complete required progress testing every academic period using grant-approved assessments.

- 12) Assists with developing and maintaining departmental assessments, syllabi templates, and other instructional material as needed.

- 13) Mentors Adult Education hourly instructors.

- 14) 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

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- * 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 (i.e., Wilson Reading, Multisensory Grammar, Making Math Real, Neuhaus).
- * Use of English for Speakers of Other Languages (ESOL) instruction methods.
- * Application of growth mindset (Dweck, 2006) in classroom.
- * 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 related work experience.

Required Education

- * Bachelor'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.

Number of Openings:

1

Job Posting Close Date:

March 24, 2025

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



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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/Instructor--Adult-Education_R-7088

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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