

Adult Basic Skills Instructor
Central Oregon Community College

Direct Link: <https://www.AcademicKeys.com/r?job=255992>

Downloaded On: Apr. 22, 2025 2:08pm

Posted Apr. 21, 2025, set to expire May 11, 2025

Job Title Adult Basic Skills Instructor
Department Basic Skills
Institution Central Oregon Community College
Bend, Oregon

Date Posted Apr. 21, 2025

Application Deadline 05/11/2025

Position Start Date Available immediately

Job Categories Lecturer/Instructor

Academic Field(s) Vocational/Technical
Education

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Job Description

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Position Number: B1201PD

Starting Wage/Salary: \$53,670 - \$64,010 (subject to change based on current contract negotiations) for 9 mos, plus exceptional benefits

Close Date: 05/11/2025

Primary Purpose:

In this position, you will work with an energetic, passionate team that is focused on student success and access to empower diverse adult learners to achieve their educational goals through engaging instruction, thoughtful guidance, and personalized support on their journey toward academic success and career advancement.

Essential Duties and Responsibilities:

- You will provide standards-based GED instruction in math, science, language arts, and social studies (in-person or online)
- You will administer formal and informal assessments to determine levels of ability
- You will participate in curriculum development, including course outcomes and assessment tasks
- You will provide individualized and group instruction and advise students on educational goals and next steps.

Knowledge, Skills, and Abilities:

Individuals must possess these knowledge, skills and abilities or be able to explain and demonstrate that the individual can perform the duties and responsibilities of the job, with or without reasonable accommodation, using some other combination of skills and abilities. The individual is expected to follow College work rules and policies.

- Ability to fluently communicate orally in English.
- Knowledge of the four subjects of the GED (math, science, language arts, and social studies).
- Knowledge of teaching and instruction of various audiences and group dynamics.
- Demonstrated ability to develop strong working relationships with people from different cultural, ethnic, and socio-economic backgrounds.
- Strong interpersonal, organizational, and culturally respectful communication (oral and written) skills.
- Ability to meet deadlines, set work priorities, and manage workload.

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- Ability to work independently and to use good judgment with respect to priorities and deadlines.
- Ability to review, understand and apply concepts presented in training programs, conferences, and/or professional literature.
- Ability to maintain student confidentiality, data integrity, and comply with all related college, state, and federal standards, including the Family Educational Rights and Privacy Act (FERPA).

Minimum Requirements:

Education:

Bachelors degree in math, science, language arts, education, adult education, social studies, or closely related discipline

Experience:

One year of experience teaching one or more of the GED subjects in an educational setting

Preferred Qualifications:

- Demonstrated experience teaching with a standards-based curriculum.
- Evidence of excellence, or promise of excellence, in instruction including two years experience teaching at the secondary or college level or to an adult audience.
- Demonstrated experience participating in Oregon ABS Learning Standards training.
- Demonstrated experience in teaching students who have struggled being successful in an educational setting.

To apply, visit <https://jobs.cocc.edu/postings/11229>

The goal of Central Oregon Community College is to provide an atmosphere that encourages our faculty, staff and students to realize their full potential. In support of this goal, it is the policy of Central Oregon Community College that there will be no discrimination or harassment on the basis of age, disability, sex, marital status, national origin, ethnicity, color, race, religion, sexual orientation, gender identity, genetic information, citizenship status, veteran or military status, pregnancy or any other classes protected under federal and state statutes in any education program, activities or employment. Persons with questions about this statement should contact Human Resources at 541.383.7216 or the Vice President for Student Affairs at 541.383.7211.

This policy covers nondiscrimination in both employment and access to educational opportunities. When brought to the attention of the appropriate parties, any such actions will be promptly and

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equitably responded to according to the process outlined in general procedures sections N-1, N-2, or N-3.

In support of COCCs EEO statement, bilingual fluency in English and Spanish is considered a plus, along with experience working in a diverse multicultural setting.

Contact Information

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

Contact

Basic Skills
Central Oregon Community College

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