

ABE/DWS Instructor
Gillette Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=217500>

Downloaded On: May. 9, 2024 3:44pm

Posted Jul. 12, 2023, set to expire Jun. 20, 2024

Job Title	ABE/DWS Instructor
Department	CCCR/Adult Education
Institution	Gillette Community College District Gillette, Wyoming
Date Posted	Jul. 12, 2023
Application Deadline	Open until filled
Position Start Date	August 2023
Job Categories	Lecturer/Instructor
Academic Field(s)	Education
Job Website	https://gillettecollege.org/about/employment-opportunities/
Apply By Email	dsanders@gillettecollege.org
Job Description	

Job Description

Job Title:	ABE/DWS Instructor (Part-time)
FLSA Status:	Non-Exempt
Grade:	N/A
Department:	CCCR/Adult Education

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Reports to: Interim Director of College and Career Readiness

Job Summary

The High School Equivalency Part Time Instructor is responsible for instruction for CCCR classes. The Part Time Instructor will assist students in obtaining a High School Equivalency Certificate (HSEC) and Work Readiness Skills. This employment is paid through a government grant, which will be reviewed on an annual basis.

Essential Duties and Responsibilities

- Assist in the identification and implementation of appropriate instructional materials for students.
- Assist with new enrollment process, Career Services course.
- Provide learning assessments to CCCR students to identify any key breakdowns in learning. Develop and maintain an appropriate learning environment for students.
- Work with full time instructors to deliver instruction in Reading, Writing and Social Studies.
- Track student attendance and other student data as required.
- Maintain communications with supervisor on progress of students.
- Perform other related duties as assigned by supervisor.

Knowledge, Skills, and Abilities Required by the Position

- MS Office software (word, outlook, publisher, and excel)
- Knowledge of computers
- Good communication skills
- Student services
- Multi-media equipment
- Classroom and individual instruction
- Teamwork
- Time management

Working Conditions/Physical Requirements

- Prolonged periods of sitting at a desk
- Must be able to work through interruptions.

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Supervisory and Management Responsibility

None

Minimum Qualifications

- Associates Degree in Education or related field
- Bachelors in Adult Education preferred.
- Two years classroom experience with an at-risk group preferred.

Complete applications will contain a cover letter, resume, and a Gillette College Application.

HOW TO APPLY: VISIT WWW.GILLETTECOLLEGE.ORG OR SUBMIT THE REQUIRED DOCUMENTS TO DSANDERS@GILLETTECOLLEGE.ORG.

EEO/AA Policy

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Kristyn Percifield, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or kpercifield@gillettecollege.org, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.

Contact Information

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

Contact Danielle Sanders
HR Coordinator
Gillette Community College District
300 W Sinclair St
Gillette, WY 82718

Phone Number 307-681-6322
Contact E-mail dsanders@gillettecollege.org