



## Position Announcement

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**Position:**

Adult Basic Education/GED Teacher –Workforce Development Center

**Job Duties:**

Provide instruction to adult education students. Plan, implement, document, and evaluate instructional practices, procedures and materials. Provide direct, on-site, daily supervision of academic assistants. Assess and monitor learning. Maintain classroom management. Make community agency referrals as appropriate. Advocate adult education and recruit students. Participate in required hours of professional development activities.

**Terms of Employment:**

Part-time (8 AM-12PM), non-contractual, as needed

**Wage:**

Hourly

**Minimum Requirements:**

Bachelor's degree (Education, Adult Education or related field preferred)

Complete a mentorship under a certified Mississippi Adult Education Mentor. Attend the New Instructor Academy to learn basics and prepare for the state competency test. Pass the MS Adult Education competency test.

**Deadline for Application:** May 5, 2017 Failure to include requested application information will preclude applicant from consideration of position.

**Evaluation Criteria:**

The applicant must provide the following:

1. Resume
2. Unofficial copy of transcript verifying Bachelor's or higher degree

If considered further the applicant must provide the following:

1. Three references (if interviewed)
2. Personal interview (if applicable)
3. Official Transcript

**Contact:**

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