



## Position Announcement

**Position: Adult Education Instructor (Part-Time)**

**Institution:**

Regional Workforce Training Center  
Southwest Mississippi Community College  
1146 Horace Holmes Dr., Summit, MS 39666

**Job Description:** The Adult Education Instructor will provide instruction to adult education students. In addition, the instructor plans, implements, documents, and evaluates instructional practices, procedures and materials. This job description is not intended to be all inclusive and the employee will also perform other reasonably related duties. This position is temporary but with possibility to teach in multiple locations after temporary position ends if interested. This position reports directly to the ABE Director.

### Duties and Responsibilities:

- Provides instruction in literacy; adult education; HSE test prep
- Is knowledgeable of reading, writing, and or math instructional strategies.
- Uses instructional strategies, learning practices, and tools appropriate to the needs of the student.
- Uses lesson plans that integrate instruction across content areas.
- Provides continuous feedback and adjusts instruction to maximize student learning.
- Collaborates with colleagues to develop and evaluate curriculum and materials aligned with College and Career Readiness Standards (CCRS).
- Integrates work, family, and community related activities into instruction.
- Administers and interprets appropriate placement and diagnostic tests.
- Facilitates the transfer of learned skills from the classroom to the job.
- Plans learning experiences that are interactive and relevant to the specific workplace environment.
- Customizes and develops workplace education curriculum and lesson plans that facilitate transition from the classroom to the job based on the workforce goals and expected training outcomes.
- Uses formal and informal assessment data to monitor and document student progress.

**Salary: Commensurate with experience**

**Application Due: June 16, 2023**

**Required Qualifications:** Minimum of Bachelor's degree from an accredited four-year institution with one year of classroom teaching preferred.

**Evaluation Criteria: Cover Letter, Resume and SMCC application.** SMCC faculty application:

<https://www.smcc.edu/media/Faculty-Application.pdf>

**Contact: Jennifer Knight**, Southwest Mississippi Community College, 1156 College Drive  
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