

POSTING DETAILS	
Posting Number:	1135
Position Title:	PT Faculty Pool – Adult Basic Education
Reports To:	Adult Basic Skills Coordinator/Dean of Transfer Education
Type of Position:	Part-time Faculty
Assignment Description:	Part-time adult basic skill instructors teach reading, writing, and mathematics to adults at educational functioning levels up to and including adult secondary. Instructors also prepare students to pass the four GED tests (Language Arts, Mathematical Reasoning, Science, and Social Studies). Classes taught by part-time instructors occur in every quarter--fall, winter, spring, summer-- and may be offered morning, afternoon, evenings, and or weekends at locations throughout the College's service area. If qualified, instructors may teach English language learners.
Salary:	\$50.74 per contact hour
Type of Benefits:	<ul style="list-style-type: none">Tuition waiverUse of fitness facilityPart-time Faculty accrue sick leave
Department:	Instruction
Job Summary/Basic Function:	Under general supervision, works collaboratively to provide instruction in adult basic skills, and related instruction for adult students with low measured basic skills. Classes in this category include English Language Acquisition (ELA), adult basic education (ABE), and GED preparation (adult secondary education).
Essential Duties:	<ol style="list-style-type: none">Design and implement instructional activities in adult basic skills and related instruction in classroom and field settings, using sound instructional delivery techniques and at times which meet the needs of students and supporting agencies(e.g., on-line, day, evening, weekends)Work with faculty colleagues to develop, implement, evaluate and periodically review and revise the organizing framework, learning outcomes, and curriculum of the subject area.Evaluate student achievement of identified learning outcomes using informal and formal assessment tools (including CASAS assessment tools), and report student progress according to policies.Provide for student evaluations of teaching and learning effectiveness.Maintain professional competence and job qualifications.Regularly monitor communication via college email
MINIMUM QUALIFICATIONS	
Education and Experience:	<p>Each part-time instructor teaching ABE and GED courses will...</p> <ol style="list-style-type: none">Possess a Baccalaureate degree or higher in adult education, secondary education, English, reading, mathematics andDemonstrated experience teaching adults or at the secondary level. <p>Each part-time instructor teaching ELA courses will...</p> <ol style="list-style-type: none">Possess a Baccalaureate degree or higher,Possess evidence of specialized training in English language acquisition (e.g., TESOL, linguistics), andDemonstrated experience teaching English as a second language to adults or at the secondary level.
Knowledge, Skills and Abilities Required:	<p>Knowledge of current issues and trends in the subject area.</p> <p>Knowledge of instructional methods appropriate to student achievement of outcomes in the subject area courses.</p> <p>Interpersonal communication skills to successfully relate to staff, students and the public</p> <p>Excellent oral communication and presentation skills.</p> <p>Excellent written communication skills.</p> <p>Skill in computer operations including word processing applications and email.</p> <p>Skill in promoting critical thinking in a variety of educational settings.</p> <p>Ability to develop valid and reliable student achievement assessments</p> <p>Demonstrated experience in team approaches to problem solving</p> <p>Ability to manage time, prioritize tasks, and organize work to complete assigned duties</p> <p>At a minimum, it is required of every employee to be able to: use a computer terminal to log in to e-mail; read and create e-mail messages; access the intranet system to find and complete forms and read institutional documents; access the internet and the College's web site; use the calendaring function of the College's e-mail system; and utilize department specific data entry and/or work order software to facilitate departmental tasks.</p>
Desirable Qualifications:	<ol style="list-style-type: none">Hold a valid secondary teaching certificate in language arts or mathematics, orHave the qualifications to obtain a valid secondary teaching certificate in language arts or mathematicsThe equivalent of three years full-time teaching ABE, GED, ELA, and/or high school.
Special Instructions to Applicants:	<p>VETERAN'S PREFERENCE: In order to establish veteran preference, please upload completed Form DD214 (per OAR 839-006-0445 and OAR 839-006-0450(3)) in Other Documents area. If you wish to be considered for Disabled Veteran's Preference, please upload your DD215.</p> <p>Successful candidate will be required to provide official transcripts upon initial hire.</p>
TO APPLY, PLEASE SUBMIT THE FOLLOWING:	
Optional Applicant Documents:	<p>Other Document</p> <p>Cover Letter</p> <p>EEO Form (this document is for statistical purposes and is only viewed by Human Resources)</p>
Required Applicant Documents:	<p>Resume</p> <p>Unofficial transcripts</p>
CLOSING DATE:	Open Until Filled