



MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Department	Continuing Education	
Job Title	Part Time Instructor – College and Career Readiness	Area: Adult Basic Educ. (ABE) Foundations
Reports to	Director of College and Career Readiness	

Level	Type of position: <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Part-time Temporary	
Revision	12.03.2021	

GENERAL RESPONSIBILITIES

Plan and facilitate lessons for adults with intellectual disabilities, traumatic brain injury or autism using Adult Education Content Standards. Focus on developing students' literacy, numeracy and social skills, supporting their ability to function in the following contexts with increasing independence:

- Daily living – using technology, shopping, banking, community access, communicating, etc.
- Employment – career exploration, job applications, interviewing skills, soft skills, etc.
- Home and family – health, consumer economics, etc.
- Citizenship and community – introduction to government, geography, history and economics

SPECIFIC RESPONSIBILITIES

1. Develop lessons to help students develop or improve their literacy, numeracy, workplace readiness and social engagement.
2. Implement curriculum that focus on employability, decision-making, interpersonal and soft skills into classroom instruction.
3. Embrace and use technology as available to enhance student learning.
4. Follow classroom and administrative requirements for monitoring, testing (formal and informal) and transitioning ABE students and programs.
5. Maintain up-to-date syllabus/scope and sequence and lesson plans for class instruction based on NCCCS Content Standards, and WIOA requirements.
6. Maintain preparedness for daily classroom instruction (i.e. materials needed, instructional plans, etc.)
7. Register students for class each semester.
8. Maintain *accurate* student cumulative folders containing copies of the student registrations, up-to-date LEIS forms, advising records, and actual test forms.
9. Discuss appropriate goals with each student (academic, interpersonal, community involvement, etc.) and help to determine a plan of action to achieve students' goals
10. Maintain student portfolios of student work documenting progress.

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11. Maintain and submit accurate and required Student Attendance forms, Daily sign-in forms, LEIS forms, time sheets, and any other required or requested reports on or before due dates.
12. Contact students who are absent from class to acknowledge their absence and encourage their return. Maintain positive relationships with the students and their families/advocates.
13. Assists in planning and implementing special events and activities for students on or off campus.
14. Know and follow MTCC, NCCCS, and NRS policy guidelines.
15. Actively recruit students for College and Career Readiness classes.
16. Attend ongoing professional development including staff trainings, instructional conferences and other college functions as assigned.
17. Communicates effectively with the administration team thru emails and phone calls by responding promptly.
18. Collaborates effectively with internal and external partners.
19. Other duties as assigned.

Note: Any one position may not include all the duties listed, nor do the examples necessarily include all of the duties performed. The job description does not constitute a contract for employment.

QUALIFICATIONS

Required: Bachelor's Degree

Comfort with working with adults who have intellectual disabilities

Comfort with using technology in the classroom.

Must have a NCCCS recognized credential at time of hire or earn one within 2 years of date of hire.

Preferred: Previous teaching experience.

Bachelor's Degree in Education, Adult Education or Special Education or closely related field.