

Job Classification: Non-Exempt, Part-Time, Seasonal

Work Schedule: Seasonal, part-time, up to 15 hours per week

Location: Fort Riley Campus, Fort Riley, KS

Compensation: \$27.50 Hourly

Reporting Relationship: Director of Adult Education

Primary Accountabilities:

The instructor delivers blended instruction in Math and Science to adult learners at the Fort Riley campus, providing both computer-guided and direct instruction aligned to each student's functional educational level. The instructor equips students with essential study skills and content knowledge to prepare them for the GED® tests, ACCUPLACER placement exams, and TABE (Test of Adult Basic Education) assessments. Instruction supports students in accessing postsecondary education, entering the workforce, advancing within military careers, and strengthening daily life skills. Classes may include learners with varied academic backgrounds and levels of content mastery, requiring differentiated and multimodal teaching strategies.

Major Duties:

- Teach adult basic education and GED-level Math and Science through face-to-face, blended learning instruction.
- Deliver contextualized Math and Science aligned with WIOA and College & Career Readiness Standards (CCRS) using varied instructional modalities.
- Maintain a safe, respectful, and supportive learning environment for all students.
- Plan and deliver lessons based on student needs, TABE profiles, and relevant academic standards.
- Provide timely, constructive feedback on student work.
- Implement appropriate classroom accommodations in accordance with college policies.
- Lead group instruction and monitor individualized learning.
- Protect student privacy and maintain all records in compliance with FERPA.
- Support and enforce college rules, administrative procedures, and program policies.

Secondary Duties:

- Strive to achieve TABE educational gains for at least 75% of enrolled Adult Education students.
- Refer students to the academic advisor for counseling, conferences, and follow-up support as needed.
- Accurately complete and maintain daily attendance records through a statewide data system.
- Collaborate with Adult Education instructors to share strategies, resources, and materials.
- Maintain positive, cooperative relationships and open communication with staff and students.
- Participate in required and ongoing professional development.
- Perform other duties as assigned by the Director of Adult Education.

Qualifications:

- Bachelor's degree required, science or math degree preferred.
- Strong skills in Mathematics, Science, and computer use.
- Experience working in Adult Education or Higher Education settings.
- Experience using computer-based curriculum and multimodal instructional strategies.
- Strong interpersonal and communication skills, with the ability to work effectively with diverse individuals and teams.
- Ability to complete all required or recommended Adult Education trainings offered by the Kansas Board of Regents within six months of hire.
- Demonstrated commitment to fostering a diverse, equitable, and inclusive teaching and learning environment.

Physical Demands:

- Ability to sit and/or stand for extended periods of time.
- Ability to read computer screens and mail, email, talk on the phone.
- Ability to lift and move supplies up to twenty-five (25) lbs.
- Ability to work occasional evenings and attend events as required.

Work Environment:

- Professional and deadline-oriented environment in an educational setting.
- Regular interaction with students, staff and guests.

NOTICE OF SPECIAL POSITION OF EMPLOYMENT REQUIREMENTS

1. This position description is not designed to cover or contain a comprehensive list of all duties and results to be performed in this position. Duties and Performance standards may be added, subtracted, and/or changed by your supervisor at any time due to changes in department or institutional requirements.
2. Unless exempt due to employment contract signed by the President, all employees of Manhattan Tech are to be considered as an "at-will" employee.
3. All employees of Manhattan Tech are considered "responsible employees" pertaining to Title IX regulations concerning both prevention and reporting of sexual assault or harassment situations. As such, all employees must communicate with the Title IX Coordinator if they witness or hear about sexual assault or harassment situations.
4. Manhattan Tech is an equal opportunity employer and complies with EEOC and ADA employment requirements. Manhattan Tech grants equal opportunity to all qualified persons without unlawful discrimination based on race, color, gender, age, national origin, ancestry, ethnicity, disability, sexual orientation, religion or veteran status.
5. All 'offers of employment' are subject to criminal background check prior to employment.