

**Job Classification:** Non-Exempt

**Work Schedule:** Varies based on Employment Terms

**Compensation:** As Stated in the Offer Letter

**Reporting Relationship:** Director of Adult Education

**Primary Accountabilities:**

Part-Time GED Instructors provide course instruction in a manner that ensures student comprehension, retention of knowledge, and positive effective student engagement. In collaboration with other Manhattan Area Technical College (“MATC”) faculty and instructional staff, to ensure this position demonstrates an understanding of course content in its specified discipline, adopts appropriate instructional methods, and possesses pedagogical insight that includes robust instruction and communication practices. Teaching assignments may vary depending on the specific qualifications and expertise of the individual. The instructor will prepare students for the GED test, ACCUPLACER test, and TABE (Test of Adult Basic Education) assessment. This instruction helps students better access their community, prepare for post-secondary education, or prepare for a career. All Adult Education classes are taught in a blended-learning format with both computer-guided and direct instruction. Classes may include students with varying levels of content mastery.

**Major Duties:**

- Demonstrates a thorough and accurate knowledge in the content areas of Mathematics, Social Studies, Science, and Reasoning through Language Arts and/or English Language acquisition and displays an ability to interpret and evaluate educational theories.
- Provide contextualized content instruction within workforce and academic classes to align with WIOA and College Career and Readiness Standards (CCRS) using collaborative activities.
- Connects subject matter with related fields and remains current in subject matter.
- Ensures a positive, structured classroom management system that is ideal for At-Risk Students and/or English Language Learners.
- Provides students with a complete syllabus containing course outcomes and competencies.
- Adheres to current approved departmental course curriculum.
- Plans and organizes instruction in ways that maximize student learning.
- Employs appropriate teaching and learning strategies, including appropriate technology when available.
- Presents enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus.
- Modifies, where appropriate, instructional methods and strategies to meet diverse student needs.
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments; promotes the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making.
- Communicates subject matter to students within a positive learning and teaching atmosphere.
- Teaches ethical work practices.
- Possesses a thorough knowledge and understanding of all MATC policies and maintains student discipline within policies and procedures.

- Effectively uses technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet.
- Adheres to evaluation methods which fairly measure student progress toward objectives.
- Evaluates and utilizes student work to promote maximum learning.
- Provides the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects.
- Maintains accurate and up-to-date records of student academic performance and progress.
- Ensures courses meet current standards and are scheduled in accordance with MATC policy.
- Prepares, distributes, and submits syllabi based on current approved department course outlines for all assigned sections in accordance with college policies.
- Maintains confidentiality of student information.
- Exercises stewardship of MATC facilities and materials.
- Assists in curriculum development and textbook review/selection.
- Assists in maintaining all lab equipment and leaves classrooms in a neat and orderly fashion.
- Maintains accurate grades, attendance, and other required paperwork.
- Attends meetings and events as required by MATC administration.
- Responds in a timely fashion to information requests and required reports from college and program administrators (e.g. last date of attendance report, rosters, grades, assessment data, all state/vocational reporting requests).
- Supports both adjunct and full-time colleagues.
- Documents needed supplies and submits to program instructor.
- Allows students to complete surveys when requested in a timely manner.
- Participates in lesson plan review and documentation.
- Performs all other duties as assigned.

**Qualifications:**

- **Bachelor's degree required**, Master degree preferred.
- Experience working with At-Risk student populations, preferred.
- Experience working with English Language Learners, preferred.
- Working with adult education or higher education preferred.
- Strong computer and word processing skills.
- Experience in working with a Learning Management System preferred.
- Complete all required/recommended Adult Education trainings offered by the Kansas Board of Regents within 6 months of initial hiring.
- Strong interpersonal skills, including public speaking and ability to present MATC in a positive way.
- Ability to communicate clearly and professionally through both verbal and written skills.
- Ability to interact effectively and professionally with students, staff, and faculty.
- Display a student-centered approach.
- Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
- Willingness to expand program to meet regional needs.
- Consistently demonstrate the highest levels of integrity and professionalism.
- Demonstrated poise, tact and diplomacy with the ability to handle sensitive and confidential information and situations.

**Physical Demands:**

- Ability to sit for extended periods of time.
- Ability to read computer screens and mail, email, and talk on the phone.
- Ability to unpack and move supplies up to fifty (50) lbs.
- Ability to work occasional evenings and attend events as required.

**Work Environment:**

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

*MANHATTAN AREA TECHNICAL COLLEGE IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER. WE COMPLY WITH TITLE IX OF THE EDUCATIONAL AMENDMENTS OF 1972. WE COMPLY WITH THE REHABILITATION ACT OF 1973, THE VIETNAM ERA VETERANS' READJUSTMENT ASSISTANCE ACT OF 1974, AND THE AMERICANS WITH DISABILITIES ACT.*

**Additional Duties:**

Additional duties and responsibilities may be added to this job description at any time. The job description does not state or imply that these are the only activities to be performed by the employee(s) holding this position. Employees are required to follow any other job-related instructions and to perform any other job-related responsibilities as requested by their supervisor.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date