



POSITION ANNOUNCEMENT

Adult Education Full-Time Instructor – Loudon County and Monroe County (Full Time, Grant Funded)

Job Title: Instructor/Adult Education
Job Code: EF
Location: TCAT Knoxville
Reports To: Adult Education District Coordinator
FLSA Status: Exempt
EEO-1 Category: Faculty 12 Month, Full Time
Date: 7/16/2020
Position Number: 60063K
Openings: 1

The Tennessee College of Applied Technology Knoxville is accepting applications for a Full-Time Instructor in the Adult Education Program.

This position provides classroom instruction to adults with varying academic levels in a corrections setting for the six educational functioning levels. Full-time responsibilities are based on a 37.5 hour work week.

Required Qualifications:

- Baccalaureate in Education or related field, Tennessee Teacher's License (preferred or approved waiver, or experience in teaching.
- Office Skills: Microsoft Office – Microsoft Office Suite (i.e. PowerPoint, Word, Outlook, Excel, etc) as well as the ability to learn to use other computer software
- Strong oral and written communication skills
- Evidence of interpersonal /customer skills
- Strong organizational and analytical skills and ability to meet deadlines
- Must be able to work a flexible schedule
- Travel to satellite class locations if necessary
- Participate in local and state activities /staff development

Preferred Qualifications:

- Experience in an adult education environment
- Knowledge of data management system
- Demonstrate command of content knowledge of current AE Curriculum and recommended resources
- Maintain student files to track students for post testing
- Work as team member

Typical Duties and Responsibilities:

- Plan, teach and evaluate student work
- Provide instruction for digital education classroom
- Accept responsibility and is self-motivated
- Demonstrate the ability to multi-task
- Assist with graduation
- Assist with student registration, assessment, orientation/counseling
- Administer and interpret scores for CASAS and HiSET OPT exams for student placement and instruction



- Organize and maintain confidential program and student files as well as report documentation, including maintaining correct student sign in sheets
- Provide office coverage, customer service and assist with student registration, class assignment, attendance and student goals
- Maintain technical knowledge by engaging in opportunities to improve or increase skills
- Contribute to team effort
- Perform other duties as assigned
- Maintaining time and effort documentation
- Work toward classroom improvement based on program goals
- Post-test all students after 40 hours of instruction
- Work with Leadership Team to develop a program that supports students' progression through the National Reporting System levels – ensuring level gains

Deadline: 8/15/2020

Application may be found at <https://tbr.csod.com/ux/ats/careersite/27/home/requisition/4479?c=tbr>