



**POSITION ANNOUNCEMENT**  
**Adult Education IELCE Adjunct Instructor – Knox County**  
**Part-Time, Evening**

Job Title: Adult Education Adjunct Instructor (Part Time, Evening)

Job Code: EI

Location: Knox County

Reports To: District Coordinator, Adult Education

FLSA Status: Non-Exempt

EEO-1 Category: Part Time

Grade: 00

Date: 7/15/2020

Position Number: 60062K

Openings: 3

The Tennessee College of Applied Technology Knoxville is accepting applications for a Part-Time IELCE Adjunct Instructor working in Knox County in the Adult Education Program.

The Integrated English Literacy and Civics Education Instructor will prepare adult English language learners (ELLs) to become functional in the four language skills, reading, writing, listening and speaking, so they might gain the proficiency necessary to function on the job, in their families and in their communities.

**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 a team member

**Typical Duties and Responsibilities:**

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- 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, I 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:** 7/29/2020

**Application may be found at** <https://tbr.csod.com/ux/ats/careersite/27/home/requisition/4476?c=tbr>

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