

LINN-BENTON COMMUNITY COLLEGE
Part-time Noncontracted Faculty Job Description

Job Title: Adult Basic Education Faculty

Department: Student Services

Reports to: Director, Adult Basic Skills Development

Contract Length: Work hours vary; classes are being taught during daytime and evening hours.

Qualifications: Bachelor's degree in education or related field. Minimum 6 months full-time teaching experience. Documented ability to plan and implement instructional programs appropriate for adult learners. Prefer Master's degree with a major in Adult Education, Reading, English, Math or related field. Knowledge of use of computers. Knowledge of strategies and techniques to instruct students with disabilities. Experience teaching adults in ABE/GED programs or non-traditional alternative programs.

Job Summary: The Adult Basic Education instructor is to provide an instructional program to meet the needs of the students and is in compliance with the Adult Education Act. The instructor is responsible to the Director of Adult Basic Skills Development or designees in carrying out his/her assigned instructional tasks. The instructor shall perform such other duties as assigned by his/her immediate supervisor.

Essential Duties:

1. Instructs assigned basic skill, GED preparation, and orientation classes.
2. Monitors and evaluates learning progress; determines learning needs of students.
3. Provides classroom environment conducive to learner growth.
4. Teaches classes as assigned following approved course outline; prepares and develops materials for assigned classes; provides students with course syllabi.
5. Maintains accurate records of attendance, student competencies, and progress.
6. Participates in curriculum development; recommends textbooks and other instructional materials and equipment; recommends course outline revisions.
7. Maintains college facilities and equipment.
8. Keeps abreast of technological changes, developments in subject area, innovative teaching techniques, and continuously strives for professional improvement.
9. Attends staff meetings; works in cooperative manner with others in department and college; represents department at pertinent meetings as required.
10. Promotes positive image of college and college programs.
11. Participates in department processes designed to recruit and retain students.
12. Assists with registration.