

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE:	Adult Education and Literacy (AEL) Instructor
LOCATION:	Positions available in Carthage, Marshall and Center Texas locations
EMPLOYMENT TERM:	Part-time, 12 month position (GRANT FUNDED – dependent upon continuation of funding)
BEGINNING DATE:	Immediately
JOB DESCRIPTION:	The instructor reports to the AEL Program Director and is responsible for coordinating class schedules with program director, orienting and registering students during predetermined orientation schedule or during student's first class attendance, assessing students, delivering on-site instruction while following state guidance, and providing completed documentation on a timely basis. Responsible for networking and recruiting as requested. Other responsibilities may include providing referrals, assisting with marketing and grant writing, working as part of a team, and maintaining confidential student records. This instructor will perform other duties as assigned. The AEL instructor should be self-motivated since they often work with minimal supervision, and should also be able to adjust to change since grant requirements and expectations are often evolving.
QUALIFICATIONS:	Bachelor's degree required. Teacher's Certification and/or past experience with adult education preferred. Must have demonstrated ability to work independently and as part of a team; communicates effectively one-on-one and in a group setting. Must have strong management skills, compassion for people in general, and be confident to work in a digital world. Annual Professional Development requirements for AEL instructors includes a minimum of 15 hours. Opportunities will be made available for completion of these hours, and many, if not all, can be completed online through the state's AEL professional development portal. In addition, you will be reimbursed for your time.
COMPENSATION:	The salary offered will be \$15.00-\$18.00 per hour dependent on class type and location. As a part-time instructor, weekly hours will not exceed 19.5 hours.
BENEFITS:	No benefits package is offered for this part-time position.
CLOSING DATE:	Position open until filled
APPLICATION PROCEDURE:	Applicants should secure and submit a Panola College application with resume and official transcripts to:

Jeremy Dorman, Director of Human Resources
Panola College, 1109 W. Panola St., Carthage, Texas 75633
903.693.2021 Email: jdorman@panola.edu

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