

QUINCY COLLEGE

JOB DESCRIPTION

JOB TITLE: ADJUNCT (HISET) INSTRUCTOR MATH AND SCIENCE

DEPARTMENT:	Quincy Campus
SUPERVISOR:	Vice President for Workforce, Economic and Institutional Development
PRIMARY LOCATION:	Quincy Campus- In person
POSITION CATEGORY:	Adjunct Instructor Non-Unit
POSITION STATUS:	20 hours/week
WORK YEAR:	June 30 th 2023.
PAY TYPE:	\$30 hourly rate
PAY CYCLE:	BI-Weekly
PAY GRADE:	

Mission and Focus

Quincy College is an open-access institution that encourages academic achievement and excellence, diversity, economic opportunity, community involvement, and lifelong learning. The College facilitates valuable learning relationships that inspire students to realize their educational and professional futures.

We are committed to the following values: student learning and achievement; excellence in teaching; mutual respect, responsibility, and collaboration; individual and institutional integrity; and diversity of people and perspectives.

The College recognizes that our success is measured by the long-term satisfaction and achievement of our students, and the positive partnerships we develop. Our most valuable resources to achieving our mission are our faculty, administration and support staff. Each individual employee's performance contributes to our ability to successfully achieve and excel in all aspects of our mission and values.

DESCRIPTION

The HISET Instructor will instruct students according to the curriculum designed to assist students to build knowledge and clinical skills aimed to complete the HiSET program. The instructor must possess the ability to work with students from different socioeconomic and educational backgrounds. This is 20 hours week position (12 hrs. of teaching and 8 hrs. of prep time) until June 30th 2023. The teacher is responsible for establishing a positive and welcoming classroom environment, where all students have the ability to learn. We are seeking qualified instructors to teach:

- Math and Science

Duties and responsibilities include:

- Perform quality work within deadlines with or without direct supervision.
- Interact professionally and respectfully with other employees, clients, and the public.
- Work effectively as a team contributor.

- Work independently while understanding the necessity for communicating and coordinating work efforts with other employees and outside organizations.

Specific Responsibilities:

- Plan and implement daily lessons based on the class' level, goal, and assigned curriculum
- Maintain a classroom environment that is conducive to learning and welcomes all students
- Integrate technology into instruction practices and classroom activities for students
- Collect and track student attendance and testing data
- Maintain timely and accurate online student records and reports as required
- Assess learners' prior knowledge, learning needs, and college and career readiness goals
- Set learning goals and a course of study.
- Monitor learning through summative and formative assessment data
- Design instruction to build learners' technology and digital media literacy skills
- Communicate high expectations of learners and motivate them to persist to meet their goals
- Model an understanding of diversity
- Possess content area knowledge and teaching skills required for subjects and populations taught
- Participate in professional development networks and learning communities

Qualifications:

- The HiSET Instructor will have the following experience and attributes:
- Bachelor's Degree
- Prior teaching, tutoring, or classroom experience
- Knowledge of adult learner characteristics
- Basic computer skills
- Strong communication and organizational skills

Experience:

- Teaching experience in ABE/Hiset or GED programs, preferred.