

QUINCY COLLEGE

JOB DESCRIPTION

JOB TITLE:	ADJUNCT (HISET) INSTRUCTOR
DEPARTMENT:	Plymouth Campus
SUPERVISOR:	Associate Vice President for Workforce Development & Community Engagement
PRIMARY LOCATION:	Quincy Campus
POSITION CATEGORY:	Adjunct Instructor Non-Unit
POSITION STATUS:	Limited Part time, Adjunct- based upon United Way of Greater Plymouth County (UWGPC) funding approval
WORK YEAR:	30-Weeks
PAY TYPE:	Salary
PAY CYCLE:	BI-Weekly
PAY GRADE:	Hourly rate at \$25.50

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. The Instructor will teach a minimum of 150 hours (6 hours/week for 30 weeks) of classroom instruction. The teacher is responsible for establishing a positive and welcoming classroom environment, where all students have the ability to learn

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
- Adhere to all policies and procedures established in the Adult Education Staff Binder
- 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
- Adapt instruction based on formative and summative student assessment data
- Design learner-centered instruction and classroom environments
- Design standards-based instructional units and lesson plans
- Use instructional techniques that are effective with adult learners
- Design instruction to build learners' technology and digital media literacy skills
- Design instruction to build learners' higher-order thinking, communication, and problem-solving skills
- Communicate high expectations of learners and motivate them to persist to meet their goals
- Engage in active listening, dialogue, and questioning to facilitate and support learning
- 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
- Participate in and contribute to program improvement efforts

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:

- Relevant: 1 year (Preferred)
- teaching math topics up to algebra: 1 year (Required)