



**Adult Basic Education Instructors  
(Door County Jail Site)**  
Part-time Instructors

Job Order 601851  
June 13, 2018

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**Department:** General Studies

*NWTC is seeking to build a pool of part-time faculty to teach various courses within Adult Basic Education. Part-Time faculty are an integral part of the College's staff, helping us provide all learners with the highest quality learning opportunities when, where and how they want it.*

*Upon successful submission of your application, you will be considered for future part-time faculty opportunities. NWTC will keep your application in our files as a POTENTIAL candidate who could possibly fill a position when or if the need arises.*

**LOCATION:** Door County Jail

**HOURS:** Looking for pool of individuals to draw upon as needed; class times will vary.

**Targeted Schedule for Academic Year 2018-2019 is Tuesdays and Wednesdays 7:30 a.m. – 10:30 a.m.**

**SALARY:** \$40.00 per hour

**POSITION REPORTS TO:** Associate Dean, General Studies

*This position is customer-focused and will require flexible scheduling and/or delivery to meet customer needs.*

Northeast Wisconsin Technical College is committed to promoting a learning environment where employees and students of differing perspectives and cultural backgrounds pursue career and academic goals embraced in an environment of respect and shared inquiry.

***The College is seeking to attract ethnically diverse instructors and staff who can inspire our increasingly diverse student population.***

**Required online application available on website: [www.nwtc.edu/jobs](http://www.nwtc.edu/jobs)**

Click on "Jobs", then "Jobs at NWTC" and then in the upper left hand corner:

External candidates click on "Apply Online – Public"

Current NWTC employees click on "Apply Online – Current NWTC Employees"

**Requires unofficial transcripts to be submitted for instructor certification eligibility review**

Please either attach to your application prior to submittal or email them to [dawn.rentmeester@nwtc.edu](mailto:dawn.rentmeester@nwtc.edu) or [generalstudies@nwtc.edu](mailto:generalstudies@nwtc.edu)

**E-mail address:** [generalstudies@nwtc.edu](mailto:generalstudies@nwtc.edu)

**Location:** Northeast Wisconsin Technical College, Human Resources, 2740 West Mason Street, Green Bay, WI 54307-9042. All postings are considered current and available until removed from the website.

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**GENERAL QUALIFICATIONS**

- Bachelor degree with a minor in Elementary Education, Secondary Education, or Special Needs Education (not Music, Art, or Physical Education),

**OR**

- Bachelor degree with 20 semester credits in Elementary Education (not Music, Art, or Physical Education), Secondary Education, or Special Needs Education

**OR**

- Bachelor degree with 20 semester credits in one of the following: Communication, Math, Science, or Reading, and 3 credits of any combination of Reading Instruction and Teaching Methods.
- Master's degree preferred.
- Teaching experience, specifically with adult learners, desirable.
- Ability to work in a team environment.

### GENERAL DUTIES AND RESPONSIBILITIES

- Help diverse population of learners acquire Basic Education skills and reach their goals for GED® Completion, Post-Secondary education, employment, and personal enrichment through learning opportunities provided in a positive and nurturing environment.
- Responsibilities in guiding students toward achieving Basic Education course competencies and core abilities.
- Provide student advising within the following areas of instruction:
  - a) Math skills - whole numbers, fractions, decimals, percent's, measurements, real numbers, algebraic expressions, equations and inequalities, word problems and measurements
  - b) Reading skills – reading rate, comprehension, and vocabulary
  - c) Communication skills – writing, punctuation, grammar, capitalization, and spelling
  - d) Basic Education Student Success Orientation (BESS) – Individualized programs assist you in achieving academic success in areas such as note taking, concentration, listening, outlining, test taking, summarizing, textbook study, reference skills, time management, and memory techniques
  - e) Study Skills Seminars - strategies for textbook study and concentration, using your notes and your time to your advantage
  - f) Preparing for tests and easing anxiety
  - g) Strategies for studying math
- Proctor TABE (Test of Adult Basic Education) pre-testing and post testing.
- Facilitate completion of State and NWTC required paperwork for each student: Intake and Exit forms, PEP (Personal Education Plan), Registration form, NWTC Basic Education form, Basic Education Client Reporting form, attendance tracking and maintenance of class lists. Additional State reporting forms required for GED/HSED: L-5 Verification of Eligibility, DPI (Department of Public Instruction), and Holland Personality Assessment (Career Plan).

**To begin the General Studies Part-Time Instructor application process, please click the following link:**

<http://www.nwtc.edu/academics/generalstudies/general-ed/Pages/GeneralStudiesAdjunctHiringProcess.aspx>

**PHYSICAL DEMANDS:** The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the instructor will be exposed to normal office conditions and usual office equipment such as telephone, personal computer, printers/copiers, videos, overhead projects, and general tools of the trade. The employee will be constantly required to sit, talk, hear, and type/write. The employee will be frequently required to stand, walk, touch/handle/grasp (using hands and fingers), and reach with hands and arms. The employee must occasionally bend or squat and lift and/or push up to 10 pounds of general office items. Some instructor positions may be exposed to outdoors, fumes, noises, extreme temperatures, confined spaces and heights. Some instructor positions require driving a vehicle. Specific vision abilities required by this job include close, far, sharpness of vision, and field of vision. This position requires regular and punctual employee presence.

All application materials are only accepted online: resumes, cover letters, transcripts, etc., must be attached to the application at the time of submission. **You are unable to go back after an application is submitted to add, delete or change any information**, other than address, phone number, and e-mail.

NWTC does not discriminate on the basis of age, race, color, disability, sex, gender, sexual orientation, gender identity, national origin or other protected classes.