

# **CERTIFIED STAFF VACANCY ANNOUNCEMENT**

**POSITION:** Part-time Adult Education Instructor

**SCHEDULE:** Monday - Thursday, 8:30 am – 1:30 pm

**LOCATION:** Woodruff Primary School,

**SALARY:** \$30.00/hour

**QUALIFICATIONS:** Current SC Teacher Certification;  
Minimum of 3 years successful teaching experience;  
Excellent communication and interpersonal skills;  
Digitally literate, with working knowledge of Office 365,  
Zoom/Teams, Microsoft Word, Excel, PowerPoint, etc.

**RESPONSIBILITIES:**

- Direct and evaluate learning experiences of students through effective planning and adequate preparation;
- Meet with each new student to provide thorough orientation and goal setting;
- Provide oversight for adult education classes located within facility;
- Manage adult classroom to provide an attractive and inviting educational environment;
- Market the Adult Education program in the community to recruit students in need of adult education services;
- Ensure proper use of equipment, materials, and supplies;
- Execute school administrative policies and translate such policies to the community in a professional manner;
- Prepare, present, and evaluate instructional materials;
- Maintain accurate records, including attendance, and submit required data and reports in a timely manner;
- Monitor performance data for the specific Adult Education site;
- Execute strategies to improve and maintain program outcomes based on site data;

- Execute strategies to retain students enrolled in the Adult Education program;
- Communicate pertinent information shared from the county office with the students and Adult Education staff at the site, including, but not limited to, testing schedules, policy changes, and training opportunities;
- Participate in a minimum of 15 hours annually of director approved local, regional, and/or state professional development activities as assigned;
- Keep informed of new trends and research studies about teaching adults;
- Maintain positive and professional working relationships with colleagues;
- Maintain an open line of communication with the school district in which the Adult Education program is housed;
- Provide a model in mature behavior for adults, including, but not limited to, dress, punctuality, and polite communication;
- Perform other duties as assigned by the Director of Adult Education.