



# FORT PECK

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## COMMUNITY COLLEGE

<b>Job Title:</b>	Adult Basic Education Instructor	<b>Position Type:</b>	Part-Time, No Benefits
<b>Location:</b>	Wolf Point Campus	<b>Date Closing:</b>	Until Filled
<b>Fax or E-mail resume to:</b> (406) 768-6301 or <a href="mailto:ksears@fpcc.edu">ksears@fpcc.edu</a>	<b>Mail:</b> Kylee Sears, HR Manager Fort Peck Community College P.O. Box 398 Poplar, Montana 59255 768-6315	Submit the following for employment: <ol style="list-style-type: none"> <li>1. Letter of Interest</li> <li>2. FPCC Application</li> <li>3. Resume'</li> <li>4. College Transcripts</li> <li>5. 3 Letters of Reference</li> </ol>	
<b>Job Description</b>			
<p><b>Job Purpose:</b></p> <ul style="list-style-type: none"> <li>• <b>Conducts appropriate level of instruction for adult students in the areas of basic education: Language Arts (Reading &amp; Writing), Science, Social Studies, and Math, in preparation for taking the Montana State High School Equivalency Test (HISET).</b></li> </ul> <p><b>Job Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Under minimal supervision, position will conduct instruction to adult students in the classroom for five specified areas of program/curriculum of study.</li> <li>• Prepares for all classes as designated for area sites: Fort Kipp, Brockton, Poplar, Wolf Point, and Frazer.</li> <li>• Position will plan appropriate individual educational plans for each adult student to meet goals.</li> <li>• Maintain a classroom environment that is conducive to learning.</li> <li>• Uses a variety of instructional methods, materials, and strategies to produce a positive outcome.</li> <li>• Possess an ability to assess individual adult students' capabilities and make decisions accordingly.</li> <li>• Counsels with students regarding instruction and program services.</li> <li>• Routinely assesses students for determining student's abilities in preparation for HISET Testing.</li> <li>• Provides suggestions for improving program instruction and operating procedures.</li> <li>• Willingness to work with various agencies, such as Tribal Courts, BIA Social Services, and various legal entities on developing prescribed educational plans for their clients.</li> <li>• Works with the FPCC HISET Test Administrator on test preparation of adult basic education students.</li> </ul> <p><b>Preferred Attributes:</b></p> <ul style="list-style-type: none"> <li>• Ability to communicate with a diverse population of adults.</li> <li>• Flexibility to determine a work schedule conducive to the diverse population of student's needs.</li> </ul> <p><b>Minimal Qualifications:</b></p> <ul style="list-style-type: none"> <li>• Teacher certification or equivalency in field of education, although applicants possessing an extensive background in demonstrating productive job experience in responsibilities will be considered.</li> </ul>			