



FORT PECK

COMMUNITY COLLEGE

Job Title:	Adult Basic Education Instructor	Position Type:	Part-Time, No Benefits
Location:	Poplar and Wolf Point Campuses	Date Closing:	08/17/2018
Fax or E-mail resume to: (406) 768-6301 or ksears@fpcc.edu	Mail: 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"> 1. Letter of Interest 2. FPCC Application 3. Resume' 4. College Transcripts 5. 3 Letters of Reference 	

Job Description

Job Purpose:

- **Conducts appropriate level of instruction for adult students in the areas of basic education: Language Arts (Reading & Writing), Science, Social Studies, and Math, in preparation for taking the Montana State High School Equivalency Test (HISET).**

Job Responsibilities:

- Under minimal supervision, position will conduct instruction to adult students in the classroom for five specified areas of program/curriculum of study.
- Prepares for all classes as designated for area sites: Fort Kipp, Brockton, Poplar, Wolf Point, and Frazer.
- Position will plan appropriate individual educational plans for each adult student to meet goals.
- Maintain a classroom environment that is conducive to learning.
- Uses a variety of instructional methods, materials, and strategies to produce a positive outcome.
- Possess an ability to assess individual adult students' capabilities and make decisions accordingly.
- Counsels with students regarding instruction and program services.
- Routinely assesses students for determining student's abilities in preparation for HISET Testing.
- Provides suggestions for improving program instruction and operating procedures.
- 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.
- Works with the FPCC HISET Test Administrator on test preparation of adult basic education students.

Preferred Attributes:

- Ability to communicate with a diverse population of adults.
- Flexibility to determine a work schedule conducive to the diverse population of student's needs.

Minimal Qualifications:

- Teacher certification or equivalency in field of education, although applicants possessing an extensive background in demonstrating productive job experience in responsibilities will be considered.