



# MCDOWELL TECHNICAL COMMUNITY COLLEGE

## Job Description Form

Department	Continuing Education	
Job Title	Instructor – College & Career Readiness	Area: Adult Basic Educ. (ABE) and Adult Secondary Education (ASE) for Prison
Reports to	Director of College and Career Readiness	
Level	Type of position:	
	<input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Part-time Temporary	
Revision	09.17.2023	

### GENERAL RESPONSIBILITIES

Plan and facilitate lessons for adults within a close custody prison to gain high school equivalency by following Adult Education Content Standards. Focus on areas of Math, Writing, Reading, Social Studies and Science to prepare to take the HiSet test to gain high school equivalency. Additional instruction may be required in certificate programs.

### SPECIFIC RESPONSIBILITIES

1. Be able to evaluate past student education to determine needs for high school equivalency completion.
2. Ability to instruct individuals at different skill levels within the same classroom.
3. Implement curriculum that will adequately cover required material subject understanding.
4. Embrace and use technology as available to enhance student learning.
5. Provide structured stand-up lecture and individual instruction based on NCCCS Content Standards, and NCCCS and WIOA requirements as assigned in ABE/ ASE or transition classes.
6. Follow classroom and administrative requirements for monitoring, testing (formal and informal) and transitioning ABE/ASE students and programs.
7. Maintain and/or follow up-to-date syllabus/scope and sequence and lesson plans for class instruction based on NCCCS Content Standards, NC DPI and WIOA requirements.
8. Maintain preparedness for daily classroom instruction (i.e. materials needed, instructional plans, etc.)
9. Register students for class each semester.
10. Maintain *accurate* student cumulative folders containing copies of the student registrations, up-to-date LEIS forms, advising records, actual test forms, transcript evaluations, transcripts, etc.
11. Actively recruit students for College and Career Readiness classes.
12. Advise/support students based on academic progress, and career, employment or post-secondary transitioning goals.
13. Maintain student portfolios of student work documenting progress. (i.e. practice tests, grades, etc.)

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14. Maintain and submit accurate and required Student Attendance forms, Daily sign-in forms, LEIS forms, time sheets, and any other required or requested reports on or before due dates.
15. Maintain positive relationships with the students and their families/advocates/guardians.
16. Know and follow MTCC, NCCCS, and NRS policy guidelines.
17. Attend ongoing professional development including staff trainings, instructional conferences and other college functions as assigned.
18. Communicate effectively with the administration team thru emails and phone calls by responding promptly.
19. Collaborates effectively with internal and external partners.
20. Agree and adhere to any safety training required by prison facility.
21. Follow conduct expectations outlined by the prison similar but not limited to the following:
  - Submit all items for searching
  - Refrain from direct or indirect criticism of staff or programs
  - Direct or indirect criticism of other groups offering services within the prison
  - Do not become an advocate for an offender
  - Instructors will not borrow, lend or transport any items to offenders
  - Instructors will not tip, send money or make/give any gifts to offenders
  - Instructors will not share any personal information
  - Instructors should avoid any physical contact with offenders.
22. Other duties as assigned.

*Note: Any one position may not include all the duties listed, nor do the examples necessarily include all of the duties performed. The job description does not constitute a contract for employment.*

**QUALIFICATIONS**

Required: Minimum of Associate's Degree (any discipline)

Comfort with working with adults who are justice involved

Comfort with using technology in the classroom if available.

Must have a NCCCS recognized credential at time of hire or earn one within 2 years of date of hire.

Must pass all background checks and training required by prison/jail facility.

Preferred: Previous teaching experience.

Bachelor's Degree in Education, Adult Education or Special Education or closely related field.