



IVCCD

POSTED INTERNALLY: Ongoing

MAY BE POSTED EXTERNALLY:

NOTICE OF VACANCY

POSITION: High School Equivalency Instructor

STATUS: Part-Time - 19 hours or less
Hours per week -

CLASSIFICATION TYPE:

LOCATION: Education & Training Center

JOB SUMMARY: Individual will teach adult learners the skills in the area of Language Arts, Math, Science, Social Studies, and Reading so students can successfully complete the High School Equivalency Diploma exam. The instructor will incorporate basic computer knowledge and typing skills into daily instruction to prepare students to have the computer skills necessary to take the HSED computerized exam. Instructors needed in Marshalltown and Iowa Falls.

**EDUCATION/
EXPERIENCE:** Bachelor's degree required.

ABILITIES: Requires independent decision making, ability to exercise good judgment, and use of critical thinking skills. May work in an environment of shifting priorities; frequent interruptions; hectic pace; and interaction with students, staff and/or the public. Working knowledge of computer software programs which may include Word, Excel, institutional mainframe computer software, or similar programs. Excellent written and oral communication skills including proficiency in business English, grammar, punctuation, and spelling. Ability to handle highly confidential matters and materials with discretion. Ability to work independently as well as be a collaborative team player in completing assigned tasks and meeting deadlines. Organizational skills, time management, relationship building and communication skills essential.

BASE WAGE: .

BENEFIT INFORMATION:

TO APPLY: Internal Applicants: must send a completed Internal Application Request form to jvccdiobs@iavalley.edu. This form can be downloaded from SharePoint, under Intranet/Human Resources. If not submitting a cover letter and resume, please note that the existing documents from the HR file should be added to the form for committee review.

If you experience issues completing the employment application online please update your web browser or use a different browser and try again.

External Applicants: Please click here for our online application http://www.iavalley.edu/district/forms/affirmative_action.php.

Applicants will be asked to include cover letter and resume once the on-line application is ready to be submitted. Contact information is also located on our website.

Faculty Positions: Send unofficial transcript(s) with application materials. Official college transcript(s) will be required at the time of hire.

Non-Faculty Positions: Official college transcript(s) will be required at the time of hire.

Athletics/Coaches: Official college transcript(s) are required only if combined with a regular faculty or non-faculty position.

Open until filled

CLOSING DATE:

IVCCD is committed to provide equal opportunities in its employment practices and policies for all employees and applicants for employment without discrimination on the basis of age, color, creed, disability, gender identity, genetic information, national origin, race, religion, sex, sexual orientation, and veteran status.

Retaliation against any individual for reporting discrimination or assisting in providing information relevant to a report of discrimination is strictly prohibited by IVCCD and constitutes a violation of this policy.