



Adult Education Instructor

Job Description

The University of Arkansas - East Arkansas Community College is accepting applications for an Adult Education Instructor. The instructor plans and delivers instruction to students and adult learners, provides tutoring, evaluates student progress, reviews study plans, makes referrals, and responds to questions or concerns. The position reports directly to the Director of Adult Education.

- Design and select classroom activities and lessons that help students progress toward skills achievement.
- Counsel students monthly on classroom progress and maintain appropriate records.
- Participate in team teaching and planning as appropriate.
- Use digital platforms to support instruction and engagement.
- Maintain confidentiality of student information.
- Communicate resource needs to Adult Education office staff.
- Maintain integrity of program materials.
- Assist in achieving program goals and measurable objectives.
- Track attendance and student progress and revise learning plans as needed.
- Document student performance and testing results.
- Support students in obtaining GED diplomas and workforce credentials.
- Participate in graduation, recruitment, and retention activities.
- Work with partner agencies and community resources.
- Attend professional development and required meetings.
- Complete required training hours for compliance.
- Perform other duties as assigned.

Qualifications

A valid Arkansas Teaching License is required. Candidates should possess strong computer skills, organizational ability, attention to detail, professional communication skills, and the ability to manage multiple responsibilities with minimal supervision. The successful candidate must work effectively both independently and as part of a team while maintaining current knowledge relevant to the position.

Application Process

Please submit a UA-EACC application, cover letter, resume, and transcript(s) to UA-EACC Office of Human Resources, 1700 Newcastle Road, Forrest City, AR 72335, or via email to humanresources@uaeacc.edu. You may access the online application at www.eacc.edu/employment. Review of applications will begin immediately and continue until the position is filled. A background check will be conducted before hiring.