

Southwest Texas Junior College

2401 Garner Field Rd. Uvalde, TX 78801

Position Vacancy Notice

HR office 830-591-7330; Fax 830-591-7340

Employment Application: www.swtjc.edu

Position: AEL Regional Assessor (Part-Time)
8 a.m. – 5 p.m. (Monday & Tuesday)

Job Number: 222222222222

Location: 38th Community Correctional Facility

Closing Date: August 22, 2017 or Until Filled

Description of Job Duties: Responsible for administering baseline and post assessments at the 38th CCF. Must accurately grade and post results in a timely manner and generate Individual Diagnostic Profiles (IDPs). Responsible for compiling and producing monthly reports. Researches and works off the web-enabled Texas Educating Adults Management System (TEAMS), as well as, conveys results and student status reports to instructors and interacts with students (orientation process, intake process, administers assessments [base & post], goal setting process, portfolio development inclusive of ITEC Plan, etc.)

Salary: SWTJC-AEL Hourly Rate Position

Other Benefits: n/a - Part-Time

QUALIFICATION REQUIREMENTS:

Education: High School Diploma/GED, College hours and/or prior related work experience a plus.

Experience & Training: Preferred prior experience with ADULT EDUCATION & Literacy population (i.e., corrections) and practical experience and training utilizing the Texas Workforce Commission (TWCO state mandated standardized assessment instruments (TABE/BEST Plus & BEST Literacy)).

Additional Qualification Requirements: Ability to travel. Must pass a criminal background check with the 38th judicial district. Willingness to acquire knowledge relevant to the current AEL literacy levels with regard to ESL, ABE & ASE components, as well as, knowledge of the specific definitions for the various levels with regards to scale score ranges. Required to partake in training on the Tests of Adult Basic Education (TABE) 9 & 10 and the Basic English Skills Test (BEST) Plus & BEST Literacy. General knowledge and familiarity with the guidelines concerning the National Reporting System for Adult Education. General knowledge of computers and communication technology, including fax machine, computer software, (i.e., Windows 10, Microsoft Professional Office Suite and Internet Explorer 11 or higher).

Submit Application To: Eliza Diaz, AEL Director (address above). It is the applicant's responsibility to verify status of position. Each applicant is responsible for submitting: 1) a cover letter, 2) SWTJC application form, 3) resume, and 4) copy of transcripts (Official transcripts required when hired). All applications and supporting documents become the property of SWTJC.

An Affirmative Action/Equal Opportunity Institution

Notice to Applicants With respect to the employment and promotion of both teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.