EMPLOYMENT OPPORTUNITY

Lakeshore Technical College does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, sexual orientation, genetics, lack of English skills, arrest or conviction record, political affiliation, marital status, or other protected categories, in its services, employment, programs, and/or educational programs and activities, including but not limited to admissions, access and participation. The College attempts to be in compliance with all federal laws including but not limited to Title IX & Section 504. Inquiries regarding nondiscrimination policies are handled by the Chief Human Resources Officer/Affirmative Action Officer, 1290 North Avenue, Cleveland WI 53015, phone 920.693.1163 or 888.468.6582, ext. 1163.

Lakeshore Technical College provides reasonable accommodations to assist persons with disabilities to access or participate in its programs or activities. Persons requiring accommodation to access the College’s programs, services, and/or employment should call LTC at 920.693.1000 or 888.GO TO LTC (888.468.6582), or TTY 711.

Job Title: General and Pre-College Instructor (Full-Time)
Division: General and Pre-College Education
Reports To: Dean of General and Pre-College Education
Location: Lakeshore Technical College – Cleveland, Wisconsin

Salary Expectation: Faculty Contract Salary Schedule

Employment and Work Schedule:
Start Date: August 2016
Contract Dates: July-June
New Professional Staff Orientation: August 2016
Flexible day/evening/weekend hours based upon the needs of the college

Job Description
Provide instruction to students in General and Pre-College including, but not limited to; Pre-College Math, Pre-College Reading, Pre-College Writing, Introduction to College Writing, Introduction to Reading and Study Skills, and Pre-Algebra offered both day and evening in traditional, online, and blended formats.

Responsible for placing learning first and providing educational experiences for learners in various formats, schedules, and in various places in accordance with the mission of the college inclusive of: facilitating learning, assessing student performance, as well as instruction and outcomes, developing and maintaining current/relevant course materials, and communicating with the community, other schools, the college, the division, and team members. Teaching/training in business and industry may be assigned. Provide 5 Star Service throughout all customer interactions.

Required Qualifications*
- Bachelor’s degree required in Elementary Education, Secondary Education, Adult Education or Special Needs Education. ~OR~ Bachelor’s degree with DPI Certification or major (or 30 semester credits) in any area taught by Elementary Education or Secondary Education levels and a total of 6 credits of Reading Instruction and/or Teaching Methods, or any combination thereof. Master’s degree preferred.

Other Qualifications*
- Minor in math or reading with reading specialist certification.
- Curriculum development experience is preferred.
- Experience with computer assisted instruction and software.
- Working knowledge of PC software in a Windows environment (i.e. Microsoft Office Suite).
- Experience desired in delivering instruction by alternative methods such as instructional television or online.
- Possess excellent classroom delivery skills, which encourage success and participation on the part of students.
- Must be innovative and able to collaborate with other staff for developing curriculum for classroom instruction.
- Must be well motivated and have a strong interest in contributing to the success of the College.
- Positive human relations and effective written and oral communication skills essential.
- Exemplify college values in all staff and student interactions as well as services delivered.
- Ability to establish and maintain effective working relationships and relate successfully with staff, students, and citizens of diverse cultural, social or educational backgrounds.

*Note: Meeting the minimum requirements does not guarantee an interview for a position.

** Fluent, bilingual individual is beneficial.
**Employment Opportunity:** General and Pre-College Instructor (Full-Time)

(Continued…)

**Conditions of Employment**
- Employment conditional on completion of a Background Information Disclosure (BID) and the results acceptable to the College.

**Benefits**

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**Recruitment Period**

**Beginning:** Tuesday, July 12, 2016

**Closing:** Applications will be accepted until the positions are filled; however, to ensure full consideration, application should be submitted for receipt no later than **Monday, July 25, 2016**.

**Online Application Process**

The LTC online employment application must be completed in its entirety to be considered for a position at Lakeshore Technical College. To access the online application, visit [www.gotoltc.edu](http://www.gotoltc.edu), navigate to ‘Just for You’ and click on ‘Job Seekers’, choose ‘View Employment Opportunities’ to create an account login and to apply for the position. For additional assistance, please contact Human Resources at 920.693.1863.