

POSITION ANNOUNCEMENT

Adult Education/Integrated Education and Basic Skills (IET) Team Instructor

Northeast Mississippi Community College is now accepting applications for a full-time, 11-month, grant based, IET Team Instructor.

QUALIFICATIONS:

Required:

- Bachelor's degree (Education, Adult Education, or related field preferred)
- Extensive working knowledge of instructional strategies
- Excellent written and verbal communication skills
- Excellent organizational and interpersonal skills
- Teaching license preferred but not required
- Experience working with adult learners, workforce programs, or team teaching models preferred
- Strong communication, collaboration, and organizational skills
- Ability to integrate academic instruction into real-world, career-focused contexts
- Experience with IET, contextualized instruction, career pathways, or WIOA programs
- Familiarity with digital learning tools, online instructional platforms, and blended learning models
- Ability to connect academic skills to occupational tasks and employability competencies
- Attend the New Teacher Academy to learn basic instructional competencies and prepare for the state competency test
- Classroom and/or workforce training setting
- May involve travel between class sites at NEMCC satellite campuses in the five-county region (Alcorn, Prentiss, Tippah, Tishomingo, and Union), partner locations, or employer-based training facilities
- Evening hours may be required

APPLICATION DEADLINE:

January 20, 2026

APPLICATION MATERIALS:

To apply, please submit a cover letter, official college application form, resume, and official transcript(s) of all college work.
(Applications currently on file can be activated for this position by submission of a cover letter.)

APPLICATION MATERIALS SHOULD BE DIRECTED TO:

Human Resources
Northeast Mississippi Community College
101 Cunningham Boulevard
Booneville, MS 38829

In compliance with Title VI of the Civil Rights Act of 1964; Title IX, Educational Amendments of 1972 of the Higher Education Act; and, Section 504 of the Rehabilitation Act of 1973, as amended, the Board of Trustees of Northeast Mississippi Community College has adopted this policy assuring that no one shall, on the grounds of race, color, age, national origin, or sex, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity of the College. Northeast Mississippi Community College adheres to the principle of equal educational and employment opportunity without regard to race, sex, age, color, creed, or national origin. This policy includes the qualified handicapped and extends to all programs and activities supported by the College. The Section 504 Coordinator is Leigh Ann Stewart, Wright Hall (662)720-7192 and the Title IX Coordinator is Liz Roark, (662) 720-7223.

Job Title: Adult Education/Integrated Education and Basic Skills (IET) Team Instructor

The Adult Education IET Team Teacher delivers integrated instruction that combines basic academic skills with workforce training competencies. This role works collaboratively with a workforce skills instructor to provide contextualized learning that prepares adult learners for employment, industry-recognized credentials, and successful transition into postsecondary training or the workforce. This is full-time 11-month position (grant-based).

Reports to: IET Coordinator and College & Career Navigators

REQUIREMENTS

- Bachelor's degree (Education, Adult Education, or related field preferred)
- Extensive working knowledge of instructional strategies
- Excellent written and verbal communication skills
- Excellent organizational and interpersonal skills
- Teaching license preferred but not required
- Experience working with adult learners, workforce programs, or team teaching models preferred
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DUTIES

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

- Deliver high-quality instruction in literacy, numeracy, digital skills, and employability skills aligned with approved IET pathways
- Integrate academic content with occupational training competencies to support simultaneous skill development
- Develop lesson plans that follow state standards, WIOA requirements, and program-specific learning objectives
- Customize instruction to meet the needs of diverse adult learners, including Adult Basic Education, and High School Equivalency-level students
- Support learners' mastery of technical vocabulary, workplace communication, and applied math needed for pathway training

Collaboration and Team Teaching



- Work in partnership with the workforce instructor to co-plan and co-deliver instruction
- Coordinate instructional pacing, assessments, and learner supports with the IET training partner
- Participate in regular team meetings to ensure alignment of academic and workforce content

Assessment and Learner Support

- Administer and interpret TABE assessments according to policy
- Monitor student progress and provide targeted remediation and academic support
- Maintain accurate documentation of attendance, progress notes, and measurable skill gains
- Assist students with transitions to employment, advanced training, credential testing, or post-secondary education

Classroom Management

- Maintains knowledge of program guidelines, regulations, policies, and procedures
- Maintains student records
- Supervises and monitors academic assistants

Program Compliance and Professionalism

- Ensure compliance with WIOA, state adult education policies, and program reporting requirements
- Participate in professional development and maintain knowledge of IET instructional best practices
- Promote a positive, supportive learning environment and uphold program values

Professional Development

- Participates in required professional development activities
- Participates in additional professional growth opportunities to support student achievement
- Uses technology resources to engage in ongoing professional development and lifelong learning
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan

Recordkeeping

- Assists data specialist in implementing, recording, and monitoring all student data
- Assists data specialist in collecting data for reports
- Understands and uses the OAE data management system, LACES

Other Duties as Assigned