



POSITION DESCRIPTION

POSITION TITLE

Completion Coach- Work Readiness Instructor

LINE AND STAFF RELATIONSHIPS

This position reports to the _____ at the _____ Campus.

TERM OF EMPLOYMENT

9 Month

FLSA STATUS and POSITION TYPE

Exempt and Unclassified

GENERAL POSITION SUMMARY

The Completion Coach – Work Readiness Instructor supports NWLTC’s efforts to increase college and career readiness in the community, provide work-ready employees, address the workforce middle skills gap, assist students in acquiring a post-secondary education experience and transitioning into a career.

The Completion Coach will assist with retention and completion for all students with a focus on students with disabilities, economically disadvantaged, single parents, displaced homemakers, limited English proficiency learners and non-traditional students. The Completion Coach will serve all NWLTC students with primary duties on the Minden and Shreveport campuses.

DUTIES & RESPONSIBILITIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Teach LEAD 1003: Work Readiness Course for new students including WorkReadyU and credit students
- Teach LEAD 1003: Work Readiness Course components of the course in non-credit workshops as needed for current students to increase their success in transitioning into the workplace

- Teach LEAD 1003: Work Readiness Course components of the course in non-credit workshops for employers who request workshops for incumbent workers.
- Provide quality instruction and promote student learning in and out of the classroom.
- Integrate technology into the learning experience for students
- Encourage engaged scholars
- Promote community engagement through community service or service learning activities.
- Maintain accurate student accounting records in compliance with NWLTC requirements.
- Submit required student reports including assessment and grades according to schedule.
- Direct and evaluate the learning experience of the students in accordance with assessment plan.
- Teach assigned classes in keeping with approved syllabi, outlines, and instructional materials.
- Provide career & college counsel/guidance to students
- Develop and Teach courses in face to face, hybrid and online formats using Canvas as the Learning Management System
- Serve as a retention intervention and seek the students out to determine if additional supports are needed to ensure success through their first year during and following their enrollment in the LEAD 1003: Work Readiness course.
- Additional high touch strategies may be employed with each cohort to maintain support.
- Conduct college and career-focused presentations & workshops: Career exploration, personal inventories, test-taking and study skills, time-management, note-taking
- Assist with campus and college-wide initiatives and events including nights and weekends
- Provide information for students on campus tours and assist with college graduations
- Participate in Community Service Activities – Track Student Participation
- Provide Support for Student Organizations – PTK, Skills USA, SGA
- Teaching responsibilities may include other designated courses
- Other duties as assigned

EDUCATION AND WORK EXPERIENCE

- A minimum of 3-5 years of professional experience is required
- Bachelor’s Degree is required
- Teaching or higher education experience required
- Must possess excellent oral and written communication skills
- Must possess good interpersonal skills
- Must possess excellent organizational decision-making skills
- Demonstrated computer proficiency (word processing, spreadsheet, and database systems)
- Ability to manage multiple and competing priorities
- Ability to work independently with limited supervision
- Ability to work collaboratively, harmoniously and cooperatively with colleagues, faculty and staff

The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.

Employee’s Signature

Supervisor’s Signature

Date

Date