



JOB POSTING

Position: Short-Term/Adult Education and Literacy/Evening Supervisor

Salary: Based on RRTC salary schedule

Hours: Primarily Monday – Thursday - 2:00 p.m. – 9:30 p.m.
Friday - 8:00 a.m. – 4:00 p.m.
some work schedule flexibility may be required.

Education: Current Oklahoma Teaching Certificate

Experience: Preferably experience in the area of adult education.

Major Responsibilities:

Assist the Short-Term Adult Coordinator in the organization and implementation of BIS and short-term programs;
Coordinate the establishment and implementation of Adult Education and Literacy;
Assist in the employment and monitoring of Adult Education instructors, and also assist in the employment and monitoring of Short-Term Adult instructors;
Coordinate and administer General Education Development Testing;
Maintain accurate records and assist in reporting activities for AEL, A&CD, and BIS classes;
Responsible for maintaining RRTC inventory. Perform other duties as assigned.

Requirement: Must be able to pass a national criminal background check

Applications and Resumes will be taken until position is filled.

**Return Applications and resume to:
Superintendent
Red River Technology Center
PO Box 1807/3300 West Bois D'Arc • Duncan OK 73534 580.255.2903**

EQUAL OPPORTUNITY EMPLOYER/DRUG FREE WORKPLACE