



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Full Time Intent to Employ

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#### POSITION

Welding Instructor (FT)

Posting Date:

2/19/2019

Closing Date:

3/8/2019

#### POSITION AVAILABLE

03/18/2019

#### REQUIRED QUALIFICATIONS

- A minimum of an Associate Degree or equivalent (at least sixty (60) semester hours) in a planned program including Associate Degree Core in Welding Technology
- Three years (3) of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NCCER) within the first two years of employment.
- Effective oral and written communication skills
- Applicant not having an Associate Degree will still be considered; however, if hired, will be required to obtain the degree within the first two years of employment.

#### PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner
- Teaching experience
- Proficient computer skills

#### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Schedule D1: Salary

#### DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Dean of Instruction, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Teach effectively in the Welding field.
- Obtain and maintain state-of-the-science knowledge in both areas of technical expertise and in teaching methodology.
- Maintain the welding instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and by recommending additional instructional equipment and materials.
- Select and present to the Dean of Instruction at least three (3) members of an Advisory Committee. The committee should be selected or reconfirmed prior to September 1 of each year.
- Minutes of at least one meeting with members of the Advisory Committee must be filed with the Dean of Instruction each year.
- Work closely with the Advisory Committee to keep a close relationship with the business and industrial community.
- Serve on faculty committees to develop and improve the instructional program.
- Maintain accurate program related records concerning student attendance, instructional objectives, learning outcomes, and submit those reports required for the operation of an effective training institute.
- Be responsible during the official school day for his/her department and those students assigned to that department.
- Attend all scheduled faculty meetings and special programs presented by the college.
- Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
- Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of your Discipline.
- Participate in articulation and student recruiting efforts with public and private schools in the college's service area.
- Participate in the college's annual academic and technical competitions.

- Present an annual budget request for instructional equipment and supplies to the Dean of Instruction.
- Perform other duties as may be assigned by the Department Chairperson, the Dean of Instruction, or the President.

#### APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the required level of experience as stated in the "Required Qualification" section, verification from previous employer(s) will be required. Remember that the work experience verification completion is your responsibility.

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

#### APPLICATION DEADLINE

All application information must be received by **12:30 PM CST, Friday March 8, 2019**. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.

**Note:** In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.