



# WALLACE COMMUNITY COLLEGE SELMA

## **VACANCY ANNOUNCEMENT**

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**POSITION:** Adult Education Instructional Support Aide (P-T)      Open: 05/27/14  
Close: Ongoing

**APPROXIMATE STARTING DATE:** As Needed

**QUALIFICATIONS:**

A minimum of an Associate Degree is **required**. A Bachelor's degree is **preferred**. Tutoring experience is preferred. Experience working with adult students is **preferred**. Proficiency in computer software applications is **required**. Experience in proctoring standardized assessments is **preferred**. Effective oral and written communication skills **required**.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

An understanding of and a commitment to the philosophy and mission of the two-year college.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Adult Education Director, the Assistant Dean of Instruction, the Dean of Instruction, the President, and the State Board of Education, responsibilities will include the following:

- 1) Assist with intake and orientation of the students in adult education.
- 2) Assist the instructors with administering and grading assessments.
- 3) Assist instructors with developing an Individual Diagnostic Profile, plan of instruction, and career plan for each student. The plan of instruction must incorporate the following elements:
  - a. Learner's name
  - b. Assessment instrument administered, to include date and placement.
  - c. Objectives/skills that the learner has not mastered.
  - d. Learning resources assigned to the learner to teach or mediate the objectives' skills to be mastered.
  - e. Date instruction began on each objective/skill to be mastered.
  - f. Date learner mastered each identified objective/skill.
  - g. Method used to determine mastery on objective/skill.
  - h. Maintain accurate learner sign-in sheets incorporating the following elements: name/signature, time signed in, time signed out, and total number of hours or fractions thereof, attended.
- 4) Extend learner's knowledge and competency using technology to aid learning.
- 5) Assist instructors with creating and maintaining students' records that contains the following:
  - a. Enrollment record
  - b. Goals
  - c. Needed support services
  - d. Potential obstacles of attendance.
  - e. Special learning needs
  - f. AE enrollment form
  - g. Attendance records
  - h. Contact hour records
  - i. Assessment results
  - j. Plan of Instruction
  - k. Anecdotal records
  - l. Counseling records
  - m. Other appropriate records
- 6) Assist the instructors with retaining students by tutoring students on a one-on-one basis.
- 7) Assist instructors with their monthly reports which include, but not limited to, documenting students' attendance hours, recording updates and separations.
- 8) Participate in all professional development opportunities provided by the instructional supervisor or the state adult and community education staff.

- 9) Work well with others and show respect to all college constituents.
- 10) Perform any other duties as assigned by the Adult Education Director, the Assistant Dean of Instruction, the Dean of Instruction, and the President.

**SALARY:** Salary amount: \$11.00 per hour. These are part-time positions. These are federally-funded positions. Continued employment in these positions are contingent upon continued federal funding for these positions.

**APPLICATION PROCEDURE:**

WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

**Human Resources Office**  
**Wallace Community College Selma**  
**P.O. Box 2530**  
**Selma, Alabama 36702-2530**  
**Phone (334) 876-9234, or 876-9227**  
**Fax (334) 876-9250**  
**Website: [www.wccs.edu](http://www.wccs.edu)**

**APPLICATION DEADLINE:**

Application forms are available online at [www.wccs.edu](http://www.wccs.edu). A complete application package consisting of a WCCS application, a current resume', a copy of transcript(s) verifying required degree or certification, work experience verification in writing from current or previous the employer confirming the experience stated in the "Qualification" section. Verification should be printed on company letterhead, include dates of employment and position title(s). A complete application package is the responsibility of the applicant.

***In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a minimum nonrefundable \$13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.***

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground 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. Wallace Community College reserves the right to withdraw this job announcement at any time prior to the awarding.