



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

**POSITION:** Adult Education Instructor (Part-time)

Open: 08/1/2017

Close: Ongoing

**APPROXIMATE STARTING DATE:** As Needed

**QUALIFICATIONS:**

- Bachelor's Degree from an accredited college is required.
- Teaching experience is required.
- Ability to operate personal computers is required; experience in computer-based instruction is preferred.
- Successful experience in a multi-leveled classroom is preferred.
- Effective oral and written communication skills are required.
- Innovative, creative and effective teaching style is preferred.
- Experience working with the Alabama Adult Education System for Accountability and Performance (AAESAP) is preferred.

**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 Assistant Dean of Instruction, the Dean of Instruction, the President, and the State Board of Education, responsibilities will include the following:

1. Organize, instruct, and supervise students.
2. Link instruction to learner's academic needs as determined by the results of valid, reliable assessment and reassessment.
3. Extend learner's knowledge and competency using technology.
4. Select materials and choose teaching styles that address individual learning styles.
5. Assist in the development, evaluation, and revision of the Adult Education's curriculum.
6. Provide a respectful and supportive learning environment.
7. Assist the instructional supervisor with recruiting adult learners.
8. Assist the instructional supervisor with learner's intake and orientation.
9. Participate in professional development opportunities.
10. Administer assessment instruments, properly document TABE Individual Diagnostic Profiles, and develop a plan of instruction.
11. Submit monthly reports and timesheets on time.
12. Maintain a record for each learner and a record for monthly reports.
13. At least quarterly, administer and submit student surveys.
14. Maintain high moral and ethical standards.
15. Perform other duties as assigned by the Adult Education Director, the Assistant Dean of Instruction, the Dean of Instruction, and the President.

**SALARY:** Commensurate with education and experience. Salary range is \$16.21- \$20.84 per hour. This is a part-time, non-tenure position. Work hours are 18 hours or less per week. This is a federally funded, non-tenure position.

**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 re-posted, a new application packet must be submitted.

#### APPLICATION DEADLINE

**All application information must be received by the Human Resource Office. Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications 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.

**WCCS is an E.O.E. and is enrolled in E-Verify.**