



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Intent to Employ- Multiple Positions

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#### POSITION

Ready to Work Instructor (Part-Time)

**Posting Date:**

07/26/2016

**Closing Date:**

ONGOING

#### POSITION AVAILABLE

Approximately September 01, 2016

#### REQUIRED QUALIFICATIONS

- A Bachelor's Degree in Education, Social Science, or other related field from a regionally accredited institution
- Previous experience working with low-income, first generation population
- Effective oral and written communication skills **required**.

#### PREFERRED QUALIFICATIONS

- Teaching experience
- A Master's degree is **preferred** with a fifteen semester or twenty-two quarter hours of coursework in reading, communication, mathematics, English, language arts, speech, science, social science, or related courses in teacher education required.
- Experience in computer-based instruction **preferred**.
- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System

#### SALARY SCHEDULE PLACEMENT

- Commensurate with education and experience according to State Salary Schedule L. Salary \$18.00 per hour.

#### DUTIES & RESPONSIBILITIES

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

- Assist in learner's intake and orientation.
- Administer assessment instruments, document TABE Individual Diagnostic Profiles, and develop a plan of instruction.
- Teach math, reading, and communication skills and other required Ready to Work modules.
- Prepare students for the WorkKeys assessment.
- Assist with recruiting adult learners.
- Provide workshops on campus regarding Job Acquisition Skills, Work Ethics, and Customer Service.
- Meet with Workforce Development Officials regarding area workforce needs
- Attend professional development and staff meetings.
- Submit monthly reports and timesheets on time.
- Maintain a file on each learner.
- Administer and submit student surveys.
- Work well with others and show respect to all college constituents.
- Generate monthly narrative on Ready to Work progress.
- Perform other duties as assigned by the Director of Workforce Innovations, the Assistant Dean of Instruction, Dean of Students, and the President.

#### APPLICATION PROCEDURE

WCCS is an equal opportunity employer is 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  
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). Upon request from the applicant, work experience verification for dates worked with **current employer** only may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover 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 4:30 PM CST, Tuesday, July 5, 2016. 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