



WALLACE COMMUNITY COLLEGE SELMA VACANCY ANNOUNCEMENT

POSITION: Adult Education Instructor (part-time)

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 **preferred**.

Effective oral and written communication skill **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 Vice President for 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 Dean of Students, 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 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:

Personnel Office
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250

APPLICATION DEADLINE:

A complete application package consisting of a WCCS application, a resume', a copy of transcript(s) verifying required degree, 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). Applicants will be required to interview 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.

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 nonrefundable \$45 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

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. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding.