WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

POSITION: Math Instructor

Posting Date: 07/21/2015
Closing Date: 08/11/2015

APPROXIMATE STARTING DATE: August 17, 2015

QUALIFICATIONS:
Master’s degree with 18 graduate semester hours in Mathematics from an accredited institution is required. Teaching experience is required. Proficient computer skills are preferred. Effective oral and written communication skills are required.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:
An understanding of and a commitment to the philosophy and mission of the two-year college system.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Arts and Science Department Chair & Associate Dean, the Dean of Instruction, the President, and the Board of Trustees of the Alabama Community College System. Responsibilities will include the following:

1. Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
2. Continue professional development through study and other activities designed to increase instructional effectiveness.
3. Maintain the instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and recommending additional instructional equipment and materials.
4. Develop at least one internet-ready course during the first year of employment.
5. Maintain accurate records of student grades and other reports.
6. Serve on faculty committees to develop and improve the instructional program.
7. Maintain approved office hours for consultation with students and post these hours near the office area.
8. Assist with student orientation and registration, as needed.
9. Submit such reports as may be requested by the Department Chairperson, the Associate Dean of Learning, and the Vice President for Instruction.
10. Assist in the supervision of student activities.
11. Attend all scheduled faculty meetings and special programs presented by the college.
12. Serve as an advisor to assigned students and provide academic counseling.
13. Become familiar with and adhere to policies, procedures, and regulations contained in the Faculty/Staff Handbook.
14. Participate in articulation and student recruiting efforts with public and private schools in the college’s service area.
15. Participate in the college’s annual academic and technical competitions.
16. Work with the Department Chairperson to prepare an annual budget request and to maintain effective communication.
17. Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of each discipline.
18. Assist in the development and the analysis of discipline specific student learning outcome objectives.
20. Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning.
21. Work well with others and show respect to all college constituents.
22. Perform other duties as assigned by the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, or the President.

SALARY: Commensurate with education and experience according to State Salary Schedule D1. Salary range is $38,077 - $76,059.
APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disabilities 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 may be obtained at and returned to: The Office of Business and Finance, Wallace Community College Selma, 3000 Earl Goodwin Parkway, Selma, Alabama 3670, (334) 876-9246 or (334) 876-9242 or 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 the application.
4. Verification of work experience in writing from three current or previous employers. Verification should be printed on company letterhead, include dates of employment, position title(s), and duties performed as related to the position for which you are applying for.

All application information must be received by 4:30 p.m. Tuesday, August 11, 2015. Final 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 minimum nonrefundable $17.50 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 Board of Trustees of the ACCS, including postsecondary institutions under the control of the Board of Trustees of the Alabama Community College System, 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.