POSITION
Speech Instructor (full-time)

POSITION AVAILABLE
Approximately 10/21/2015

REQUIRED QUALIFICATIONS
Master’s degree with 18 graduate semester hours in Speech, Communications, or a closely related field from an accredited institution in required. Teaching experience is required. Effective oral and written communication skills are required.

PREFERRED QUALIFICATIONS
An understanding of and a commitment to the philosophy and mission of the two-year college. Ability to handle multiple tasks and various situations in a professional manner. Proficient computer skills are preferred.

SALARY SCHEDULE PLACEMENT
Commensurate with education and experience according to State Salary Schedule D1.

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

- Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
- Continue professional development through study and other activities designed to increase instructional effectiveness.
- 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.
- Develop at least one Internet-ready course during the first year of employment.
- Maintain approved office hours for consultation with students and post these hours near the office area.
- Assist with student orientation and registration, as needed.
- Assist in the supervision of student activities.
- Attend all scheduled faculty meetings and special programs presented by the college.
- Serves as an advisor to assigned students and provide academic counseling.
- Participate in articulation and student recruiting efforts with public and private schools in the college’s service area.
- Participate in the college’s annual academic and technical competitions.
- Work with the Department Chairperson to prepare an annual budget request and to maintain effective communication.
- Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of each discipline.
- Assist in the development and the analysis of discipline specific student learning outcome objectives.
- 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.
- Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Department Chairperson, the Associate Dean of Learning, the Dean for Instruction, or the President.
APPLICATION PROCEDURE

WCCS is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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 from and should be returned to:

Human Resources Department
Wallace Community College Selma
P.O. Box 2530
Selma, AL 36702-2530
Ph: 334-876-9234, 876-9227
Fax: 334-876-9250
Website: www.wccs.edu

APPLICATION DEADLINE

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. Verification of work experience in writing from current or previous employer. Verification should be printed on company letterhead, including dates of employment, position titles (s), and some duties performed.

All application information must be received by 4:30 p.m., Wednesday, October 7, 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 $17.40 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.

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