GADSDEN STATE COMMUNITY COLLEGE

Position Announcement
Posting Date: May 6, 2021
Closing Date: May 20, 2021

POSITION: ADULT EDUCATION INSTRUCTOR

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

QUALIFICATIONS:

- Bachelor's degree in education or a content-related field from a regionally accredited institution **required.**
- Bachelor's degree in elementary or secondary education or related field ***preferred.***
- Current Teacher Certification in Elementary or Secondary Education ***preferred.***
- Knowledge of reading, writing, and/or math instructional strategies.
- Effective communication and interpersonal skills.
- Commitment to the teaching-learning process of the community college and the open-door admission process.

DUTIES:

- Provides instruction in literacy, adult basic education, GED test preparation, English language acquisition, family literacy, integrated English literacy and civics education, integrated education and training including career pathways, workplace education and workforce preparation including the National Career Readiness Certificate, Ready to Work (RTW) skills integration, and Manufacturing Skills Standards Council (MSSC).
- Applies research-based instructional practices that incorporate the use of computers and other technologies.
- Uses a variety of instructional practices and tools appropriate to the needs of the student.
- Uses lesson plans aligned with CCR Standards that integrate instruction across content areas.
- Provides continuous feedback and adjusts instruction to maximize student learning.
- Works with colleagues to develop and evaluate curriculum and materials.
- Integrates work, family, and community related activities into instruction.
- Administers and interprets appropriate placement and diagnostic tests.
- Applies adult education principles and methods in the workforce classroom.
- Facilitates the transfer of learned skills from the classroom to the job.
- Plans learning experiences that are interactive and relevant to the specific workplace environment.
- Customizes and develops workplace education curriculum and lesson plans that facilitate transference from the classroom to the job based on the workforce goals and expected training outcomes.
- Plans instructional support activities carried out by academic assistants.
- Evaluates the achievement of students with whom academic assistants are working.
- Assists Adult Education students with job search skills in preparation for the workforce, institutions, or training programs; connects students with support services; and helps students establish career and educational goals.
- Uses formal and informal assessment data to monitor and document student progress.
- Collects and manages accurate data for program improvement and accountability.
- Participates in the retention and follow-up of students.
- Maintains knowledge of program regulations, policies, and procedures.
- Maintains student records.

- Provides career development guidance for Adult Education students for academic and technical programs.
- Assists current and prospective students with career exploration activities and career assessments.
- Complies with all policies of the Alabama Community College System and the College.
- Performs other duties as assigned.

Note: The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:
July 1, 2021

SALARY:
Salary Schedule D-3 - $19,956 – $39,911 (9 months); *Additional summer employment may be available $6,652 - $13,304 (3 months).* Salary placement is based on education and experience.

APPLICATION DEADLINE:
May 20, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:
ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of *(a)* Gadsden State Community College application, *(b)* letter of interest, *(c)* current resume, *(d)* copies of transcripts of postsecondary education; and *(e)* copies of license/professional certifications *(if applicable*).

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236

Applicant must adhere to the College's prescribed interview schedule and must travel at their own expense.
Application materials are considered privileged and confidential and will be used for employment purposes only.

Gadsden State Community College is an equal opportunity employer.
It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.
Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.
More than one position in the same job classification may be filled from the applicants for this position should another vacancy occur during the search process.
The College reserves the right to withdraw this job announcement at any time prior to the awarding.
Any offer of employment is contingent upon a satisfactory criminal background investigation.
This employer participates in E-Verify.