



ALABAMA SOUTHERN COMMUNITY COLLEGE

Intent to Employ

Posted Date: April 29, 2016

Closing Date: May 20, 2016

- Position:** **Adult Education Instructor**
Clarke and Marengo Counties
- Minimum Qualifications:** **Interviews can only be extended to applicants who meet the minimum qualifications and who complete the application process.** Following are the minimum **required qualifications** for this position:
- Bachelor's degree in education or a related field required.
 - One year of experience in education, workforce development, employment services, or in providing career counseling services to adult learners.
- Preferred Qualifications:** The following are the **preferred qualifications** for this position:
- Teaching Experience Preferred
 - Classroom Management Skills Preferred
- Duties and Responsibilities:** The duties and responsibilities of this position include, but are not limited to, the following:
- Assist with learner intake and orientation.
 - Administer assessment instruments to diagnose, evaluate, and place adult learners in proper educational functioning level.
 - Conduct an interview with adult learners at the time of enrollment to begin assessing the respective individual learner's needs.
 - Utilize results to develop a plan of instruction (POI) that identifies each objective and/or skill for which the learner has demonstrated non- and/or partial mastery.
 - Reassess the learner using an alternate version of the approved assessment instruments.
 - Maintain the assessment and diagnostic test information on each learner in an individual's file.
 - Actively participate and engage learners in the teaching and learning process.
 - Provide learning opportunities that draw upon and extend learners' knowledge, skills, and interests.
 - Link instruction to the learner's academic needs as determined by the results of valid, reliable assessment and reassessment.
 - Select materials and choosing teaching styles that address individual learning styles.
 - Extend learners' knowledge and competency using technology to aid learning when appropriate.
 - Solve conflicts and problems in the classroom.
 - Provide a respectful and supportive learning environment.
 - Convey the expectation of success to adult learners.
 - Require learners to engage in analysis, investigation, and interpretation as part of the learning process.
 - Maintain a Classroom Management System.
 - Maintain records documenting core measurements of adult education.
 - Participate in a formal evaluation of the program conducted by the Adult Education and Family Literacy Director.
 - Maintain enrollment records.
 - Maintain attendance records for each learner.
 - Maintain diagnostic records for each learner.
 - Maintain a Plan of Instruction (POI) for each learner.
 - Maintain goals and objectives for each learner.
 - Maintain a record of individual educational achievement.
 - Serve on and providing information to College committees as needed or assigned.
 - Work closely with appropriate directors and collaborative partners on the development of annual budgets for approval by the President.

Salary: Salary level will be determined by educational attainment according to State Board of Education Salary Schedule D-3.

Anticipated Begin Date: June 1, 2016

Application Procedure: To be considered for an interview, the applicant must submit **all** of the following:

- **Letter of Application**
- **Current Resume'**
- **A completed ASCC Employment Application**
- **Copies of official transcripts from all colleges attended and for which degrees have been granted. Degree(s) must be posted on transcripts. Official copies will be required if employed with the institution.**
- **A minimum of three (3) professional references with addresses and phone numbers.**

APPLICATION MATERIALS SUBMITTED VIA FACSIMILE OR E-MAIL WILL NOT BE ACCEPTED. Please do not staple any documents in your packet. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all applications become the property of ASCC. Requests for copies of application materials, including transcripts, will be denied by the College.

To secure an employment application, go to Employment Opportunities at www.ascc.edu.
Send complete application packets to:

**Human Resources
Alabama Southern Community College
Attn: Kristi Smith
P. O. Box 2000
Monroeville, AL 36461**

Incomplete application packets will eliminate the possibility of an interview. It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Application Deadline: All Application Materials **must be received** in the Human Resources Office **no later than close of business day, CST, May 20, 2016.**

Please note that ASCC closes at 5:00 p.m. Central Standard Time Monday – Thursday and at 2:00 p.m. on Fridays.

Interview Process: The Recruitment and Selection Committee will screen all applicants for the position and will interview selected, fully qualified applicants in-person. Selected candidates will be notified by telephone. Interviews may consist of the following activities: question/answer session, written assignment, and/or teaching demonstration. Upon completion of the in-person interviews, the committee will recommend finalists for the position to the President, after which final employment decisions will be made.

Additional Information: Alabama Southern Community College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Alabama Southern Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

In accordance with Alabama Community College System policy and procedures, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$45.00 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Alabama Southern Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

The college will not incur the cost of applicants' interview expenses.