



# ALABAMA SOUTHERN COMMUNITY COLLEGE

## Intent to Employ

Posted Date: October 12, 2016  
Closing Date: November 2, 2016

- Position:** **Project REACH OUT Case Manager**  
Clarke County
- 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.
- Preferred Qualifications:** The following are the **preferred qualifications** for this position:
- Master's degree in education or a related field
  - One year of experience in education, workforce development, employment services, or in providing career counseling services to adult learners.
- Duties and Responsibilities:** The duties and responsibilities of this position include, but are not limited to, the following:
1. Assist with participant intake and orientation.
  2. Administer assessment instruments to diagnose, evaluate, and place participants in the proper educational functioning level which includes:
    - a. Conducting an interview with participants at the time of enrollment to begin assessing the respective participant's needs.
    - b. Utilizing results to develop an individual service strategy (ISS) that identifies each objective and/or skill for which the participant has demonstrated non- and/or partial mastery.
    - c. Reassessing the participants using an alternate version of the state approved assessment instrument.
    - d. Maintaining the assessment and diagnostic test information on each participants in an individual's file.
  3. Actively participate and engage participants in learning opportunities by:
    - a. Providing participants opportunities that draw upon and extend participants knowledge, skills, and interests.
    - b. Linking instruction to the participant's academic needs as determined by the results of valid, reliable assessment and reassessment.
    - c. Extending participants' knowledge and competency using technology to aid learning.
    - d. Providing a respectful and supportive learning environment.
    - e. Conveying the expectation of success to participants
    - f. Requiring participants to engage in analysis, investigation, and interpretation as part of the learning process.
  4. Assisting in the development and delivery of courses and programs that meet identified training needs for the community, business and industry that addresses at a minimum the following:
    - Work-based learner initiatives
    - Job Readiness workshops
    - Soft Skills workshops
    - a. Provide participants opportunities through workshops on various life skills workshops including but not limited to:
      - Financial Literacy, Career Readiness, Study Skills, Anger Management, Healthy Relationships, Entrepreneurial Skills, Diversity, Leadership, etc.

5. Provide participants with out of class experiences including field trips to cultural sites, college visits, etc.
6. Maintain a relationship with participant to ensure goals are set and reached by:
  - a. Assessing the progress of each participant through communication with post-secondary teachers or GED teachers to record accomplishments of the participant's objectives.
  - b. Maintaining records documenting core measurements of adult education
  - c. Maintaining enrollment records and an application on each participant.
  - d. Maintaining attendance records for each participant.
  - e. Maintaining diagnostic records for each participant.
  - f. Maintaining an Individual Service Strategy (ISS) for each participant.
  - g. Maintaining goals and objectives for each participant.
  - h. Maintaining a record of individual educational achievement.
  - i. Maintaining a file for the Director and the ADECA as requested and required.
7. Maintaining open lines of communications with ADECA and the College as well as partnering directly with local Career Centers, community partners, and organizations.
8. Participate in Staff Development and Training:
  - Participating in a minimum of ten hours of staff development training each year at the local and state level
9. Conducting a continuous self-evaluation of the program based on the criteria set forth in the goals and objectives.
10. Participating in a formal evaluation of the program conducted by the Program Director.
11. Participating in monitoring and evaluating the program conducted by state education specialists.
12. Serving on and providing information to College committees as needed or assigned.
13. Assisting in recruitment and retention of participants.
14. Working closely with the appropriate Dean on the development of annual budgets for approval by the President.

Salary: Salary level will be determined by educational attainment according to Alabama Community College System Board of Trustees Salary Schedule C3.

Anticipated Begin Date: As soon as application deadline closes

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

- **Letter of Application (signed)**
- **Current Resume'**
- **Completed Alabama Southern Community College Employment Application**
- **Copies of official transcripts from all colleges attended. 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.**
- **Three (3) signed letters of recommendation.**
- **Verification of Work Experience Form**

**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](http://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 2:00 p.m., CST, Wednesday, November 2, 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.**