

SHELTON STATE COMMUNITY COLLEGE
9500 Old Greensboro Road
Tuscaloosa, AL 35405
205.391.2272

VACANCY NOTICE

Posting Date: November 18, 2009

Closing Date: December 4, 2009

POSITION: Adult Education Instructor - ESL (Part-time)

ANTICIPATED START

DATE: January 2010

QUALIFICATIONS:

- Bachelors Degree from a regionally accredited institution **required**
- English as a Second Language (ESL) tutoring experience **required**
- Adult Education teaching experience **preferred**

ESSENTIAL JOB FUNCTIONS:

- Maintain a high level of competence and expertise in the area of Adult Education (AE)
- Maintain a high level of competence and expertise in the area of English as a Second Language (ESL)
- Incorporate current teaching techniques, subject area developments, and current technology into the AE program design
- Provide classroom instruction in accordance with approved state requirements
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student
- Submit timely and accurate AE National Reporting System (NRS) records
- Maintain necessary attendance, scholastic, financial, and personnel records and submit them according to announced deadlines
- Participate in the planning of effective long-range goals for the AE program
- Demonstrate effective people skills, communication skills, and work ethic (i.e., preparation and punctuality)
- Assist students with educational and career decisions
- Participate in the College's recruiting program
- Coordinate with AE and other College personnel on the College's Adult Education graduation ceremony
- Research "best practices" in Adult Education and disseminate the information to AE program faculty and staff
- Perform duties at other remote sites as needed

OTHER DUTIES AND RESPONSIBILITIES:

1. Post and maintain regular office hours in accordance with prevailing policy
2. Participate in Adult Education (AE) discussions and meetings about curriculum, teaching-learning techniques, and teaching materials
3. Actively participate on division/college teams and task forces
4. Perform other duties as assigned by the AE Program Director and Dean for Student Services

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SALARY: Salary is to be based at \$22.00 per hour. Continuation of employment is subject to the availability of funding from state and/or federal sources.

APPLICATION DEADLINE/PROCEDURE:

1. **Complete application files must be received in the Human Resources Department by Friday, December 4, 2009.**
2. A complete file consists of:
 - SSCC employment application [NOTE: Application must be signed
 - Current resume [Note: Resume should address how the applicant has fulfilled the qualifications, **required** and **preferred** (if applicable), listed on this job announcement]
 - All college transcripts [Note: Applicants should submit **ONLY** those transcripts from institutions where degrees were awarded (bachelors degree or higher) and where additional graduate course work was completed but no degree awarded]
 - Three signed letters of reference from individuals other than those referenced on application
 - A written Synopsis containing 300 words on the topic, “My Understanding Of The Community College”

NOTE: Failure to receive any item above, on or before the closing date, will result in disqualification from further consideration. Only items that are postmarked on or before the closing date can be accepted after the closing date.

3. Before an offer of employment is made, employment verification(s) will be required from your previous and present employer(s).
4. The College may extend the application deadline to ensure an adequate pool of qualified applicants.
5. Application forms are available from and should be returned to:

Director of Human Resources
Shelton State Community College
9500 Old Greensboro Road
Tuscaloosa, AL 35405
Website: sheltonstate.edu

6. **Applications are now available on our web site at www.sheltonstate.edu. Scroll down to “Employment Opportunities” link near the bottom of the page.**

A selection committee will review application files. Individuals selected as finalists will be invited for an interview. A maximum of three finalists will be recommended to the College President for consideration. The President may select one of the recommended applicants to fill the vacancy or may choose to reopen the application and selection process. Applicants must travel at their own expenses. If you have a disability and may require accommodations, please notify us at 205. 391.2272.

SHELTON STATE COMMUNITY COLLEGE DOES NOT PROVIDE COPIES OF MATERIALS RECEIVED.

Shelton State Community College 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. Shelton State 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 awarding.