

SHELTON STATE COMMUNITY COLLEGE

9500 Old Greensboro Road

Tuscaloosa, AL 35405

205.391.2272

VACANCY NOTICE

Posting Date: November 22, 2009

Closing Date: December 14, 2009

POSITION: Instructor, Welding Department (WDT)

ANTICIPATED START

DATE: January 2010

QUALIFICATIONS:

- Minimum of Associate Degree from accredited institution is **required**, Bachelor's Degree **preferred**
- Specialized course work in welding technology curriculum that is equivalent to a community or technical college program **required**
- Minimum of six (6) years documented full-time experience as a practitioner in the welding technology field **required**
- Technical certificate/degree from accredited institution or certified apprenticeship in related field **required**
- Post-Secondary teaching experience **preferred**
- Experience using word processing and presentation software **preferred**
- Experience installing computer software and hardware **preferred**

ESSENTIAL JOB FUNCTIONS:

- Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
- Operate specific lab equipment as required for appropriate demonstrations
- Provide instruction and leadership in the areas of safety, operations and maintenance of machine tools
- Design each course and deliver each class to ensure an effective learning experience
- Develop, implement, and teach courses using eLearning technology and courses taught via other non-traditional delivery methods as required
- Submit to the Division Chair a course plan for each course taught
- Seek continuous improvement of the WDT curriculum, instruction, and resources
- Incorporate most current teaching techniques, subject area developments, and technology into the learning experience
- Provide classroom instruction in accordance with approved course outlines
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation of the learning experience of each student
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Prepare and grade assignments, projects, and examinations as required
- Participate in the planning of effective long-range goals for the department
- Demonstrate effective people skills; communication skills, both written and oral; and work ethic (i.e., preparation and punctuality)
- Assist the division chair with developing and managing of a departmental budget in support of the Annual Plan
- Assist in advising students regarding academic course offerings as assigned
- Demonstrate ability to use the computer effectively for word processing, electronic communication, maintaining a faculty website, and for appropriate computer applications in the teaching discipline
- Demonstrate an understanding of and commitment to the mission and goals of the community college
- Use technology and other innovative approaches to enhance the teaching/learning process
- Coordinate and participate in recruiting activities
- Research and make recommendations regarding technological and curriculum changes
- Assist program graduates regarding job placement
- Coordinate functions of the welding technology advisory committee

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OTHER DUTIES AND RESPONSIBILITIES:

1. Post and maintain regular office hours in accordance with prevailing policy
2. Participate in faculty meetings, division/department meetings, and discussions about curriculum, teaching-learning techniques, teaching materials, and other instructional related activities
3. Participate in professional development activities as required
4. Actively participate on division/college teams and task forces
5. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in Rank
6. Demonstrate commitment to:
 - student retention and success
 - challenging and cultivating student achievement beyond the classroom
 - supporting a diverse population of learners
 - working in a participatory and collegial setting
 - supporting continuous improvement of curricula and services
 - participation in professional growth activities
7. Assist in the development of the departmental class schedule
8. Demonstrate effective people skills and a strong work ethic (preparation and promptness)
9. Participate in Continuous Quality Improvement (CQI) training
10. Participate actively and creatively in the TEAMSpirit Quality Improvement activities of the institution
11. Perform other duties as required by the Dean of Technical Services

SALARY: Salary level will be determined by educational attainment level and years of applicable experience according to the State of Alabama Salary Schedule D1.

APPLICATION DEADLINE/PROCEDURE:

1. **Complete application files must be received in the Human Resources Department by Monday, December 14, 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]
 - 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

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.