



INTENT TO EMPLOY

Posting Date: March 16, 2020

Closing Date: April 16, 2020

POSITION: Instructor, Adult Education (Part-time)

POSITION AVAILABLE: May 2020

REQUIRED QUALIFICATIONS:

- Bachelor's Degree from an accredited institution
- English as a Second Language (ESL) teaching experience

PREFERRED QUALIFICATIONS:

- Adult Education teaching experience

SALARY SCHEDULE PLACEMENT: \$22.88 per hour 19 hours or less per week

JOB DUTIES AND RESPONSIBILITIES:

- 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)
- Read email at least twice a week to provide effective program communication
- Assist students with educational and career decisions
- Participate in the College's recruiting program
- Research "best practices" in Adult Education and disseminate the information to AE program faculty and staff
- Post and maintain regular office hours in accordance with prevailing policy
- Participate in Adult Education (AE) discussions and meetings about curriculum, teaching-learning techniques, and teaching materials
- Comply with policies of the Alabama Community College System and the College
- Serve on College committees as required
- Participate in professional development, compliance, and other training activities as required
- Perform other duties as assigned by the supervisor

APPLICATION PROCEDURES: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet is the sole responsibility of the applicant. No previous application files will be transferred for consideration of his position. No copies will be given of the application information submitted. Applicants must meet eligibility requirements to work in the U.S. at the time of appointment and must travel at their own expense.

APPLICATION REQUIREMENTS: A completed application packet consists of:

- ✓ A cover letter of application specifically detailing and relating the applicant's education, and experience to the qualifications, duties, and responsibilities of the position.
- ✓ A hand signed Shelton State Community College employment application. Failure to hand sign the employment application will remove the applicant from consideration.
- ✓ A current resume.
- ✓ A copy of postsecondary transcript(s) identifying the applicant, institution, and verifying degree(s) earned. If employed, all official transcripts must be received in the Office of Human Resources prior to the employment start date.

Application materials must be mailed, emailed or hand delivered to:

Office of Human Resources
Room 3605
Shelton State Community College
9500 Old Greensboro Road
Box 238
Tuscaloosa, AL 35405
hr@sheltonstate.edu

No faxed applications will be accepted. If you have questions, please call 205.391.2272

APPLICATION DEADLINE: The deadline for submitting all application materials to the Office of Human Resources is **April 16, 2020 at 5:00 p.m.** Incomplete or late application packets will not be accepted and eliminate the possibility of an interview.

IMPORTANT – PLEASE READ CAREFULLY
WORK EXPERIENCE VERIFICATION:

Meeting Minimum Requirements: For all positions on Salary Schedules B, C, D, and E, any applicant selected for an initial interview must provide written verification(s) of work experience demonstrating that the applicant meets the minimum work experience requirement for the position. **This information is not required prior to the application deadline but must be produced by the date of the initial interview. Noncompliance will preclude the applicant from being considered for a final interview.**

Verifications must be in the form of employment verification letters and must include employment dates and job title, be on official letterhead, and contain an authorized personnel signature. If an employment verification cannot be obtained due to a legitimate reason, for purposes of meeting minimum requirements an applicant may submit copies of other trustworthy documentation such as appointment letters, contracts, pay stubs, or W-2 forms documenting the term of employment. Work experience verification from current

employer may, upon request, be delayed until an official offer of employment. Applicant must make this request in the form of a statement on a separate document.

Salary Calculation: For all positions on all Salary Schedules, the applicant that is selected for the position must provide written verification(s) of all work experience in public education in Alabama and all other work experience that directly relates to the requirements of the position, if such experience is to be considered in determining initial Salary Schedule placement. Verifications should be in a format that details complete employment dates, job titles, and job duties. Such verifications generally must be on official letterhead and contain an employer's authorized signature. Other forms of verification that may be considered include appointment letters and contracts; however, pay stubs, or W-2 forms may be insufficient for salary calculation purposes. Any offer of employment at a salary step greater than zero (0) is contingent upon production of this documentation within fifteen (15) days of the offer.

EEOC, E-VERIFY, BACKGROUND CHECK STATEMENTS:

Shelton State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, that no person shall, on the grounds of race, color, disability, 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.

Shelton State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.

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.

Any offer of employment is contingent upon a satisfactory criminal background investigation. The applicant may be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.