



SHELTON STATE

COMMUNITY COLLEGE

INTENT TO EMPLOY

CONTINUOUS POSTING

Posted July 30, 2020

POSITION: Pre-K After-School Teacher (Part-time)

DESCRIPTION OF DUTIES: Shelton State Community College is continuously accepting applications for part-time Pre-K After-School Teachers. The Pre-K After-School Teacher is responsible for supervising, monitoring, and providing appropriate care for the children participating in the College's First Class Pre-K Program that stay on campus after the regular First Class Pre-K school day ends. The Pre-K After-School Teacher will assist with maintaining a classroom environment according to the standards of the Office of School Readiness First Class Pre-K Guidelines.

REQUIRED QUALIFICATIONS:

- High school diploma or GED
- Must be at least 19 years of age or older
- Must meet DHR and OSR background check and eligibility requirements

PREFERRED QUALIFICATIONS:

- Experience with the First Class Pre-K OSR program
- Experience serving as a Pre-K after-school teacher

SALARY: \$9.50 per hour (up to 19 hours per week).

APPLICATION PROCEDURE: Shelton State Community College employment announcements and applications are available at sheltonstate.edu or by contacting the Office of Human Resources Office at 205.391.2272 or hr@sheltonstate.edu. The submission of a complete packet by the deadline is the sole responsibility of the applicant. No previous application files will be transferred for consideration of this 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 the following:

- ✓ A hand signed SSCC employment application
- ✓ A current resume
- ✓ A copy of high school diploma, high school transcript, GED certificate, or official postsecondary transcripts that demonstrate the required educational qualifications. This documentation must identify the applicant, institution, degree, and date conferred.

Application materials may be mailed, emailed, or hand delivered to the following:

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.

APPLICATION DEADLINE: Complete application files will be accepted by the Office of Human Resources on a continuous basis and remain active for one year for available positions. Incomplete application packets will eliminate the possibility of a position opportunity.

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 will be responsible for the cost of the criminal background investigation.

This employer participates in E-Verify.