

GADSDEN STATE COMMUNITY COLLEGE NOTICE OF AVAILABLE POSITIONS

Revised October 25, 2017

ADJUNCT/PART-TIME INSTRUCTORS (ALL TEACHING FIELDS)

QUALIFICATIONS	<p><i>Adjunct instructors must meet the following credential criteria:</i></p> <ul style="list-style-type: none"> ● <u>Academic teaching fields</u> (i.e., math, history, biology, etc.) require a Master's degree with eighteen (18) graduate semester hours in the teaching field from a regionally accredited institution. ● <u>Technical teaching fields</u> (i.e., drafting, machine tool, electrical technology, etc), require an Associate degree with a major in the assigned teaching area from a regionally accredited institution, and three (3) years of successful full-time experience as a practitioner in the technical field. ● <u>Occupational teaching fields</u> (i.e., carpentry, auto body repair, automotive service, welding, etc.) require an Associate degree or equivalent [at least sixty (60) semester hours in a planned program including associate degree core], specialized coursework equivalent to the community college program, and a minimum of three (3) years of successful full-time experience as a practitioner in the occupational field. ● Certifications or licenses (required in some teaching fields) must be valid and current. ● Excellent oral, written, and interpersonal skills are required. ● Teaching experience is <i>preferred</i>.
ESSENTIAL JOB FUNCTIONS	<ul style="list-style-type: none"> ● Deliver each class to ensure an effective learning experience ● Submit to the Division Chair/Academic Director a course plan for each course taught ● Maintain a high level of competence and expertise in the teaching field or subject area ● Incorporate current teaching techniques, subject area developments, and current technology (if applicable) 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

ADJUNCT/PART-TIME INSTRUCTORS

(ALL TEACHING FIELDS)

	<p>submit them according to announced deadlines</p> <ul style="list-style-type: none"> ● Prepare and grade assignments, projects, and examinations as required in a timely manner ● Demonstrate effective people skills, communication skills, and work ethics (i.e., preparation and punctuality) ● Demonstrate an understanding of and commitment to the mission and goals of the community college ● Perform additional essential job functions that are unique to the instructor position and/or teaching field ● Comply with all policies of the State Board of Education, the Alabama Community College System, and the College
<p>OTHER DUTIES AND RESPONSIBILITIES</p>	<ol style="list-style-type: none"> 1. Demonstrate commitment to: <ul style="list-style-type: none"> ◆ Student learning outcomes and assessment and improvement of student learning ◆ 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 2. Use technology and other innovative approaches to enhance the teaching/learning process 3. Post and maintain student hours in accordance with prevailing policy
<p>SALARY</p>	<p>Academic Courses: \$556 per credit hour Technical and Science Labs (2:1): \$668 per credit hour. Technical and Science Labs & Clinicals (3:1): \$862 per credit hour Physical Education: \$612 per credit hour Health Sciences: \$14.47 - \$35.36 per contact hour</p>
<p>APPLICATION PROCEDURE</p>	<p>GSCC application forms are available online at www.gadsdenstate.edu, by e-mail at jbright@gadsdenstate.edu, or by contacting the Office of Human Resources at 256-549-8235.</p> <p>ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT.) A Complete package consists of (a) Gadsden State Community College application, (b) current résumé, (c) copies of transcripts of all postsecondary education; and (d) copies of current licensure (if applicable). Send to:</p>

ADJUNCT/PART-TIME INSTRUCTORS

(ALL TEACHING FIELDS)

DIRECTOR OF HUMAN RESOURCES
GADSDEN STATE COMMUNITY COLLEGE
P. O. BOX 227
GADSDEN, AL 35902-0227
(256) 549-8236

NOTE

Complete application files will be accepted by the Office of Human Resources on a continuous basis and remain active for adjunct (part-time) positions for one year. Available positions are contingent upon enrollment and the instructional needs of the College.

Gadsden State Community College is an equal opportunity employer.

It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Board of Trustees, that no person in Alabama shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age, or other classification protected by Federal or State law, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

Gadsden State will make reasonable accommodations for qualified disabled applicants or employees.

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.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.

Any offer of employment is contingent upon a satisfactory criminal background investigation.

This employer participates in E-Verify.