



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: October 21, 2021

Closing Date: November 4, 2021

POSITION: ADULT EDUCATION INSTRUCTIONAL SPECIALIST I

THIS IS AN AT-WILL POSITION FOR WHICH THE ATTAINMENT OF NON-PROBATIONARY STATUS (TENURE) IS NOT AVAILABLE. CONTINUED EMPLOYMENT CONTINGENT UPON FUNDING.

QUALIFICATIONS:

- ♦ Bachelor's degree in education or a content-related field from a regionally accredited institution **required**.
- ♦ Bachelor's degree in elementary or secondary education or related field *preferred*.
- ♦ Current Teacher Certification in Elementary or Secondary Education *preferred*.
- ♦ Minimum of five (5) years of experience in Adult Education **required**.
- ♦ Certification in Manufacturing Skill Standards Council (MSSC) Certified Production Technician (CPT) *preferred*.
- ♦ Familiarity with Ready to Work Program and High School Diploma options *preferred*.
- ♦ Commitment to the teaching-learning process of the community college and the open-door admission process.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ♦ Excellent skills in multitasking, organization, and analysis of data.
- ♦ Familiarity with business and industry in the College's service area.
- ♦ Extensive knowledge of Adult Education and the Alabama Education System for Accountability and Performance (AAESAP) Program.
- ♦ Knowledge of reading, writing, and/or math instructional strategies.
- ♦ Ability to travel locally and work flexible hours.
- ♦ Effective communication and interpersonal skills.

DUTIES:

- ♦ Assists with planning and conducting professional development that aligns with local, state, and federal mandates for staff, in collaboration with the Director of Adult Education.
- ♦ Assists the Director of Adult Education in strategic planning, staff development, implementation, and evaluation of programs and instruction leading to continuous improvement.
- ♦ Assists in the evaluation of staff under the supervision of the Director.
- ♦ Provides leadership in literacy, adult basic education, GED test preparation, English language acquisition, family literacy, integrated English literacy, civic education, integrated education and training, career pathways, workplace literacy, and workforce preparation, including the National Career Readiness Certificate, and Ready to Work (RTW) skills integration.
- ♦ Develops and implements new career pathways for students (i.e. MSSC).
- ♦ Writes grants to provide funding for Adult Education.
- ♦ Coordinates the development and implementation of Integrated Education and Training (IET) opportunities.
- ♦ Establishes and maintains records for all career pathways and IET.
- ♦ Promotes and recruits students to the Adult Education program.
- ♦ Assures that instructors' lesson plans are aligned with CCR Standards that integrate instruction across content areas.

- ♦ Monitors and evaluates Measurable Skill Gains (MSG) and Educational Functioning Levels (EFL) by class monthly.
- ♦ Works with colleagues to develop and evaluate curriculum and materials.
- ♦ Integrates work, family, and community-related activities into Adult Education program.
- ♦ Administers and interprets appropriate placement and diagnostic tests.
- ♦ Completes documentation for various grants.
- ♦ Assists in navigating students through the college admissions process (admissions application, transcript requests, placement testing, FAFSA, WIOA, scholarship applications, etc.).
- ♦ Uses formal and informal assessment data to monitor and document program progress.
- ♦ Collects and manages accurate data for program improvement and accountability.
- ♦ Participates in the retention and follow-up of students.
- ♦ Maintains knowledge of program regulations, policies, and procedures.
- ♦ Attends all professional development opportunities provided by Gadsden State Community College and community education staff, including attendance at the Annual Adult Education Summer Conference and Gadsden State In-Service.
- ♦ Complies with all policies of the Alabama Community College System and the College.
- ♦ Performs other duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

PROJECTED STARTING DATE:

November 2021

SALARY:

Salary Schedule E-2, Grade 03 - \$41,792 – \$56,947 based on applicable experience.

APPLICATION DEADLINE:

November 4, 2021 – 4:00 P.M.

APPLICATION PROCEDURE:

ONLY COMPLETE APPLICATION PACKAGES WILL BE GIVEN CONSIDERATION FOR EMPLOYMENT. Complete package consists of (a) Gadsden State Community College application, (b) letter of interest, (c) current resume, (d) copies of transcripts of postsecondary education; and (e) copies of license/professional certifications (if applicable).

Application materials must provide documentation that the applicant meets all minimum qualifications.

Send to:

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

jobs@gadsdenstate.edu

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Application materials are considered privileged and confidential and will be used for employment purposes only.

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.