



GADSDEN STATE COMMUNITY COLLEGE

Position Announcement

Posting Date: May 25, 2021

Closing Date: Continuous

POSITION: ADULT EDUCATION PART-TIME INSTRUCTOR

The Gadsden State Community College Adult Education Program provides academic instruction up to the college 100 level. Areas of instruction include the following:

Reading, English, Mathematics, Social Studies, Science, English as a Second Language, Alternate High School Diploma Option, General Educational Development (GED) High School Equivalency Test, Preparation for Compass Test, Preparation for Work Keys Test, and Work Force Career Pathways and Soft Skill Training.

Work Sites: Gadsden State Community College: East Broad Campus, Ayers Campus, and Cherokee Campus; Heflin Cultural Arts Building, Piedmont Senior Building, Etowah County Detention Center, St. Clair Correctional Facility, Jacksonville State, Gadsden Career Center, Anniston Career Center, Elliott Center, Project Search (Gadsden Regional Medical Center)

Work Hours: Maximum of 19 hours per week.

QUALIFICATIONS:

- ◆ Bachelor's degree from a regionally accredited institution is **required**.
- ◆ Previous teaching experience is **required**.

DESIRED PROFILE:

- ◆ Excellent oral and written communication skills.
- ◆ Documented evidence in the proficiency of use current educational technologies in the classroom including internet, e-mail, and computer software programs (e.g. Microsoft Word, PowerPoint, etc.).
- ◆ Ability to follow instructions and prepare accurate paperwork.
- ◆ Must have strong math, English, and reading skills.
- ◆ Ability to conduct individual and small group instruction.
- ◆ Ability to multi-task and prioritize issues.
- ◆ Ability to maintain confidential information.
- ◆ Ability to work independently and in a team environment.
- ◆ Ability to work effectively with diverse students, other employees, and the public.
- ◆ Commitment to all students, including those of diverse ages, cultures, genders and ethnic backgrounds.
- ◆ Understanding of the broad range of students' abilities and the ability to accommodate varied learning styles.
- ◆ Successful problem-solving skills.
- ◆ Conscientious - care about how work is done and desire to do a good job.
- ◆ Initiative - respond to downtime by taking responsibility to do other work.
- ◆ A focus on being friendly and patient in responding to students.
- ◆ Willingness and desire to learn new things and apply that knowledge.
- ◆ Willingness to maintain flexibility in order to meet student needs.
- ◆ A positive attitude regardless of circumstances at hand.
- ◆ Confidence in decision-making and communication skills.

DUTIES:

- ◆ Plan, prepare, and implement instructional activities that contribute to a climate where students are actively engaged in meaningful learning experiences.
- ◆ Administer assessment instruments to diagnose, evaluate, and place adult learners in the proper educational functioning level for literacy level instruction through GED instruction.
- ◆ Identify, select, create, and modify instructional resources to meet the needs of the students with varying

backgrounds, learning styles, and special needs.

- ◆ Assist in assessing changing curricular needs and offer plans for improvement.
- ◆ Maintain effective and efficient record keeping procedures per State and Federal guidelines.
- ◆ Provide a positive environment in which students are encouraged to be actively engaged in the learning process.
- ◆ Communicate with students, parents, and internal and external professionals within established timelines.
- ◆ Collaborate with peers to enhance the instructional environment for students by participating in activities which include, but are not limited to, team teaching, meetings, staff development, communities of practice, and various committees.
- ◆ Model professional and ethical standards when dealing with students, parents, peers, and community members.
- ◆ Ensure that student growth and achievement is continuous and appropriate for literacy level.
- ◆ Demonstrate gains in student performance.
- ◆ Participate in blended learning models and contextualized instruction within the classroom.
- ◆ Meet professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.
- ◆ All work responsibilities are subject to having performance goals and/or targets established.
- ◆ Responsible for linking instruction to the learner's academic needs as determined by the results of a valid, reliable assessment and reassessment for literacy level instruction through GED instruction.
- ◆ Resolve conflict in the classroom.
- ◆ Attend local and state in-service meetings.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

Note: The intent of this job 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:

To Be Determined

SALARY:

See local Adult Education Pay Scale (based on applicable education and experience).

APPLICATION DEADLINE:

Continuous

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; and (d) copies of transcripts of all postsecondary education.

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**

Applicant 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.