POSITION ANNOUNCEMENT
April 20, 2016

POSITION: Adult Education Instructor

QUALIFICATIONS:

- Earned Bachelor’s degree from a regionally accredited institution required
- Demonstrated proficiency in the use of multi-media, instructional technology required
- Two (2) years teaching experience preferred

CAMPUS LOCATION: Main

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:

- A sensitivity and commitment to cultural diversity.
- The ability to handle multiple tasks and various situations in a calm, professional manner.
- A commitment to teaching and learning, particularly where adult students and non-traditional students are involved.
- Excellent oral, auditory, and written communication skills.
- Ability to establish and maintain effective working relationships with students, other employees and the public.
- Ability to maintain confidentiality of student information.

MAJOR DUTIES AND RESPONSIBILITIES:

- Maintains a high level of competence and expertise in the area of Adult Education.
- Participates in professional development activities including the annual summer conference.
- Provides classroom instruction in accordance with approved local program and state requirements.
- Incorporates current teaching techniques, subject area developments, and current technology into the Adult Education program design.
- Provides a variety of classroom experiences including small group instruction, teacher-directed instruction, self-paced instruction, and computer-assisted instruction to meet the needs of the learner.
- Informs students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
- Provides for effective evaluation of the learning experience of each student.
- Submits timely and accurate Adult Education National Reporting System (NRS) records.
- Maintains necessary attendance, scholastic, and enrollment records and submits them according to announced deadlines.
- Participates in the planning of effective long-range goals for the Adult Education program.
- Demonstrates effective people skills, communication skills, and work ethic (i.e., prepared, well-groomed, punctual).
- Assists students with educational and career decisions.
- Participates in the recruitment of new students.
- Coordinates with AE and other College personnel on the College’s Adult Education graduation ceremony.
- Performs duties at alternate sites within the College’s Adult Education Service area when needed.
- Performs duties related to program orientation sessions including assessment and class assignments.
- Maintains classroom supplies, materials, and furniture and equipment inventory.
- Assumes other work related responsibilities as assigned by the Adult Education Director and/or the President.

**SALARY:** Salary level will be determined by educational attainment level and years of applicable experience according to the State of Alabama Salary Schedule D3, Rank I - $24,000 – $39,000.

**APPLICATION PROCEDURE:**
Vacancy announcements and employment applications are available at [www.bishop.edu](http://www.bishop.edu) and by contacting the Office of Human Resources at (251) 405-7052. Application materials may be delivered to the Office of Human Resources, Room 326 of the Yvonne Kennedy Business Technology Center, submitted via U.S. mail to the following address: Office of Human Resources, 351 North Broad Street, Mobile, AL 36603, or emailed to mlyons@bishop.edu. Applications currently on file must be resubmitted for this position. Delinquent and/or unsigned application packets and/or documents will not be accepted. Only complete application packets will be given consideration for employment.

A completed application packet consists of:
- Completed Bishop State Community College employment application (must be signed),
- Letter of interest with reference to the position announcement,
- Current resume,
- Transcripts (official required if hired), and
- Verification of Work Experience form for directly related work experience from current and/or previous employers (form included as last page of application) and/or letters from current and/or previous employers verifying directly related work experience (letters must include employment dates and job title, and must be on company letterhead and signed by authorized personnel).

**APPLICATION DEADLINE:** A complete application packet must be received in the Office of Human Resources no later than Thursday May 12, 2016 at 5:00 p.m.

In accordance with Alabama Community College System policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of $17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check. Bishop State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.

**OTHER INFORMATION:**
The Selection Committee will screen all applicants for the position. The Committee will select applicants
for in-person interviews which may consist of question/answer session and/or skills assessments. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right not to fill the positions in the event of budgetary or operational constraints. Bishop State Community College is a multi-campus organization and employees of the College are required to travel among various work sites for both day and evening responsibilities and must provide their own mode of transportation. Bishop State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including Postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjective to discrimination under any program activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.