POSITION ANNOUNCEMENT  
April 26, 2016

POSITION: Instructional Coordinator

QUALIFICATIONS:
- Bachelor’s degree from an accredited institution in education, business, or related field required.
- Master’s degree preferred.
- Minimum of three (3) years of experience in Adult Education or a related field.
- Possession of a valid driver’s license.

CAMPUS LOCATION: Main

REQUIRED KNOWLEDGES, SKILLS, AND ABILITIES:
- Working knowledge of Adult Education policies and procedures.
- Knowledge of budgetary practices and bookkeeping procedures.
- Knowledge of the (AAESAP) and the National Reporting System Requirements.
- Verbal skills to instruct in computer usage and to explain the adult education program to a wide audience.
- Writing skills to prepare reports, letters, memos, and creative advertising materials.
- Writing skills to assist in the preparation of grants, funding proposals and program improvement plans.
- Math skills to analyze statistical data and make recommendations for program or classroom improvement.
- Reading skills to comprehend complex policies and procedures and to remain current on new developments in education.
- Skill in application of computer programs.
- Ability to travel within region to instructional sites, and overnight to conferences and workshops.

MAJOR DUTIES AND RESPONSIBILITIES:
- Serves as Instructional Coordinator for all Mobile and Washington County Education sites.
- Develops and conducts quarterly staff development activities under the supervision of the Director.
- Conducts computer training for teachers on Adult Education instructional or data entry software.
- Ensures that each instructor achieves the required annual ten (10) hours of professional development.
- Retains constant review of the Adult Education program data as collected by the AAESAP system or any future data management system.
- Assists the Director to assure the instructional program is based upon sound assessment, teaching, learning, support services, and continual program improvement.
- Remains up to date on curriculum, technology, and software changes.
- Makes recommendation to the Director based upon class site observations and changes to assist with planning and purchases.
• Provides opportunities for teachers to have input in their own classroom improvements and provides guidance to facilitate those improvements if necessary.
• Analyzes all relevant data, including, but not limited to, the data on AAESAP tables and makes instructional recommendations to teachers based on the data.
• Assesses, at least semi-annually, adult students’ satisfaction with the program, and uses the results in the planning process to continually improve the program.
• Assists Director with marketing and recruiting for the Adult Education Program in the service area.
• Develops a comprehensive and strategic recruitment and retention plan.
• Produces a quarterly program newsletter and manages all social media activities, including Facebook, Twitter, and Instagram.
• Ensures the program is following the assessment policy as established by GED Testing Service and the Alabama Department of Adult Education.
• Provides classroom instruction to adult education students when required.

**SALARY:** Salary level will be determined by educational attainment level and years of applicable experience according to the State of Alabama Salary Schedule E2, Grade 2 - $41,420 – $50,354

**APPLICATION PROCEDURE:**
Vacancy announcements and employment applications are available at 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 11, 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.