Position: Associate Dean of Instruction/ADA Coordinator

Campus: Main

Minimum Qualifications:
- Master’s degree from a regionally accredited institution.
- Five (5) years of teaching experience at the college level.
- Documentation of student success as an instructor.
- Three (3) years of supervisory experience in an instructional leadership role such as Department Chair, Division Chair, Program Coordinator, etc.
- Documented experience in the evaluation process.
- Documented experience in schedule development.
- Experience in advising individuals and/or groups.
- Experience working with the Americans with Disabilities Act (ADA) and a comprehensive understanding of the civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

Preferred Qualifications:
- Experience in monitoring programs to ensure compliance with applicable accrediting bodies.
- Experience in facilitating placement tests (e.g. Accuplacer).
- Experience developing new programs.
- Experience with managing budgets.
- Experience with the design and implementation of professional development activities.
- Experience in grant development and/or management.

Required Knowledge, Skills, and Abilities and Essential Job Functions:
- Develop and implement improvements to services and programs such as Dual Enrollment for the College, which involves working closely with Deans and upper management to identify student needs.
- Evaluate full-time and part-time faculty to ensure continuity of quality classroom instruction.
- Provide leadership in planning, implementing, and modifying multiple instructional programs, processes, and operations related to assigned areas of responsibility.
- Challenge and cultivate student achievement beyond the classroom.
- Review course outlines and syllabi and offers feedback and assistance.
- Assist with comprehensive orientation programs for full-time and part-time faculty.
- Interpret and apply federal and state mandated guidelines.
- Work with faculty in the development of measurable student learning outcomes, creating appropriate syllabi, and participating in course and program level assessments.
- Respond to and resolve student behavioral concerns, including disciplinary and health/safety issues.
- Responds to and resolves student, faculty, and/or staff grievances and complaints.
- Oversee all administrative matters that touch faculty to ensure a positive faculty/staff culture and shared value system.
- Competency in the use of instructional technology.
- Ability to prioritize and manage a significant workload.
- Ability to work cooperatively and effectively with other College offices and the community at large.
- Records maintenance principles and practices.
- Budgeting principles and practices.
- Ability to communicate effectively, both orally and in writing.
- Model critical thinking and decision making skills.
- Must have an understanding of and commitment to the philosophy and mission of a community college.
- Must be sensitive and committed to cultural diversity.
- Must be committed to student retention and success.
• Ability to handle multiple tasks and various situations in a calm, professional manner.
• Must be supportive to the continuous improvement of curricula and services.
• Knowledge of the Americans with Disabilities Act (ADA) and a comprehensive understanding of the civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.
• Knowledge of Family Educational Rights and Privacy Act (FERPA).
• Perform all Campus Administrative functions, duties as assigned.
• Perform other work related responsibilities as assigned by the Dean of Instruction, Vice President of Operations and/or the President.

Essential Job Functions:
Work is generally performed in an office environment with frequent interruptions and irregularities in the work schedule. Learned physical skill is required for keyboarding. Frequent walking, standing, or sitting may be required. Working hours may vary and occasional evening or weekend work is required. No special coordination beyond that used for normal mobility and handling of everyday objects and materials is needed to perform the job satisfactorily.


Application Procedure:
Position 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 humanresources@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
• Applicable Transcript (While an unofficial transcript may be submitted as part of the application packet, an official transcript must be received before the date of hire.)
• 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, job title, full-time equivalent, and must be on company letterhead and signed by authorized personnel). If minimum qualifications on position announcement indicate an amount of required experience, verification of work experience to support such requirement must be submitted.

Application Deadline:
A complete application packet must be received in the Office of Human Resources no later than Wednesday, **August 7, 2019 at 5:00p.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 policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College Systems Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bishop State Community College will make reasonable accommodations for qualified disabled applicants or employees. Bishop State Community College reserves the right to withdraw this job announcement at any time prior to the awarding.