



INTENT TO EMPLOY

Position: Adult Education Instructor (Part time)

Minimum Qualifications:

1. Bachelor's degree with Rank2/ClassB Teacher's Certificate issued by the State Department of Education.
OR
Bachelor's degree with a minimum of 15 semester hours (or its equivalent) in adult education coursework.

Job Functions: The instructor will provide direct instruction to students and will carry out other instructional duties and instructional support operations according to the provisions of the Alabama State Plan for Adult Education and Family Literacy. The instructor will work with learners who are at least 16 years of age and lack basic educational skills to function effectively in society; do not have a secondary school diploma or its recognized equivalent (GED); have not achieved a 12.9 learning level in reading, writing, social studies, science, and/or mathematics; or who are unable to speak, read, or write the English language.

1. Convey the expectation of success to students and provide learning opportunities that enable them to achieve personal goals and academic advancements in a timely fashion.
2. Ensure that class attendance, student advancements, and student achievements reach goals established by the program.
3. Properly administer instructional assessments and reassessments that are valid and reliable. Use these instruments to diagnose, evaluate, and to develop a plan of instruction for each learner.
4. Address individual student learning styles with appropriate materials and teaching styles.
5. Review and learn the content of new instructional materials; incorporate their use into the present instructional program.
6. Solve conflicts and problems in the classroom.
7. Support procedures for recruitment and retention of students including one-on-one attention with personal matters and academic assistance; phone calls, meetings and other contacts with students as necessary.
8. Provide a learning environment that is respectful and supportive of students.
9. Maintain the physical appearance of classrooms(s) and any related spaces (computer room, testing room, office, etc.) to be neat, clean, bright, easy to work in, and otherwise, conducive to learning.
10. Assess classroom needs and submit requests for materials, supplies and equipment to the Director of Adult Education.
11. Assist with learner intake and orientation.
12. Maintain accurate learner sign-in sheets.
13. Maintain up-to date records on each student.
14. Read and respond appropriately to all reports, procedures, notices, monitoring reports, evaluations, etc., from the director of adult education.
15. Provide all required reports in a timely way to the Office of Adult Education.
16. Assist in organizing and carrying out necessary details for meetings and workshops.
17. Assist in organizing and carrying out all aspects of the annual GED graduation.
18. Attend meetings, professional development, and other events determined to be necessary and related to the role of the adult education instructor for the adult education program and the college.
19. Provide instructional leadership and support by conducting workshops, coaching, mentoring, training and otherwise sharing new strategies and ideas with others.

Salary: Salary is based on 19 hours per week. Hourly rate will be determined by the Adult Education Program Director. Continuation of employment is subject to the availability of funding from state and/or federal sources.

Application Procedure: Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

Jefferson State Community College employment applications are available at www.jeffstateonline.com and from:
Human Resources Office
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899 Fax: (205) 856-7720

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: In accordance with Alabama Community College System policies and procedures, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon receipt of a clearance notification from the criminal background check.