Central Alabama Community College

Position Vacancy Announcement

Posting Date: September 28, 2016

Closing Date: October 19, 2016 at 2:00 p.m. CST

POSITION: Physics Instructor
Alexander City

POSITION SUMMARY: The primary responsibility of the Physics Instructor is planning, organization, and instruction of Physics courses. Instructor will be assigned to teach at varied times and locations based on student demand; day, evening, or weekend in Alexander City, Childersburg, Talladega, Millbrook or at other sites in the traditional classroom or via distance learning.

MINIMUM QUALIFICATIONS:

1. Master’s degree in Physics, Engineering, or related field (with a minimum of 18 semester or 27 quarter hours in field) from a regionally accredited institution is required.
2. Excellent oral and written communication skills, proficiency in English language is required.
3. Competency in the use of current educational technologies in the classroom and willingness to develop and teach internet courses is required.
4. Computer literacy is required.
5. Prior experience teaching Physics is strongly preferred.
6. Ability to teach a second discipline is preferred.

ESSENTIAL FUNCTIONS:

In addition to adhering to the guidelines as specified by the CACC Employee Handbook, the Alabama Community College System, the Alabama Community College System Board of Trustees, the Dean of Instruction and Division Chair, duties will be to:

1. Teach at varied times and locations based on student demand; day, evening, or weekend in Alexander City, Childersburg, Talladega, Millbrook or at other sites in the traditional classroom or via distance learning.
2. Plan, organize, and instruct Physics courses as assigned.
3. Prepare and maintain current syllabus for the teaching area.
4. Supervise and conduct all classroom activities.
5. Recommend textbooks and other instructional materials, including classroom and laboratory equipment to the Division Chair.
6. Work with the Dean of Instruction to implement and evaluate curriculum.
7. Possess knowledge of the field and communication skills to impart that knowledge to students.
8. Keep current on knowledge and skills related to the assigned teaching area.
9. Provide academic and career counseling to students and promote student leadership and enrichment experiences.
10. Develop or assist in the development of distance learning courses.
11. Participate in professional growth activities.
12. Possess the ability to travel to all campuses, meetings, and educational offerings.
13. Serve on college committees; attend faculty, departmental, and other meetings as assigned.
14. Perform other duties as assigned.

**SALARY:**
Commensurate with education and teaching experience according to State Salary Schedule D1 ($34,414 - $74,454) - 9 months. An additional summer contract may be available dependent upon enrollment ($10,626-$23,026) – 3 months.

**APPLICATION PROCEDURE:**
Applicants must meet the minimum qualifications and must submit a completed application packet by the deadline of **October 19, 2016 at 2:00 pm CST** in order to be considered for the position. Applications are available at www.cacc.edu or by calling Human Resources at 256-378-2010.

A complete application packet consists of the following:

1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.
4. A one-page typewritten statement of applicant’s teaching philosophy as it relates to the community college setting.

Faxed or emailed application materials will not be accepted.

Mail application packet to:
Central Alabama Community College
Human Resources
34091 U.S. Hwy. 280
Childersburg, AL 35044

Incomplete application packets and/or application packets received after the closing date will eliminate the possibility of an interview. Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for the interview. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System 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.

Central Alabama 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.

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 non-refundable fee of $17.40 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.
Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.

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.