



# Central Alabama Community College

## *Position Vacancy Announcement*

*Posting Date: April 20, 2017*

*Closing Date: May 5, 2017 at 2:00 p.m. CST*

### POSITION:

## Part Time Adult Education Instructor

-- 2 Positions --

Position Location: Wetumpka, AL

### POSITION SUMMARY:

The Adult Education Instructor will provide direct instruction to adult learners and will carry out other instructional duties and instruction support activities according to the provisions to the Alabama State Plan for Adult Education and Family Literacy and the Workforce Innovation and Opportunity Act (WIOA). ***This is a temporary, grant-funded position. Continued employment is dependent on continued funding.***

### MINIMUM QUALIFICATIONS:

1. Bachelor's degree from a regionally accredited institution **required**.
2. Proficient knowledge, use, and operation of computers and instructional technology, including use of e-mail communications **required**.
3. Excellent organizational skills **required**.
4. Excellent communication skills, both verbal and written **required**.
5. Experience teaching adults *preferred*.

### ESSENTIAL FUNCTIONS:

1. Provide Instruction that is contextualized and that prepares adult learners to earn a GED or HSO Diploma.
2. Provide Career focused instruction that prepares adult learners to be successful in the workplace.
3. Provide Instruction using College and Career Ready Standards.
4. Ability to plan, organize and implement group or individual integrated education and training instructional activities
5. Strong leadership skills that promote dedication, creativity, innovation, growth and retention.
6. Provide learning opportunities that draw upon and extend learners' knowledge, skills, and interests.
7. Link instruction to the learner's academic needs as determined by the results of valid, reliable assessment and reassessment.
8. Select materials and choose teaching styles that address individual learning styles.
9. Extend learners' knowledge and competency using technology to aid learning. Solve conflicts and problems in the classroom.
10. Provide a respectful and supportive learning environment.
11. Convey the expectation of success to adult learners.

12. Require adult learners to engage in analysis, investigation, and interpretation as part of the learning process, as appropriate.
13. Provide a welcoming, encouraging, and respectful atmosphere.
14. Engage in an exchange of information with entering adult learners.
15. Provide the program's philosophy, goals, instructional services, schedules, attendance policies, and any other relevant information.
16. Determine the support services needed and inform entering adult learners of available support services.
17. Record the adult learner's goals and needs.
18. Acknowledge learners' doubts or anxieties about entering the program.
19. Participate in professional development opportunities provided by the instructional supervisor or ACCS staff.
20. Administer assessment instruments to diagnose, evaluate, and place adult learners in adult education programs
21. Maintain accurate learner sign-in sheets.
22. Maintain a file of reports provided to the adult education instructional supervisor.
23. Additional instructional related duties as assigned.

**SALARY:**

Local Salary Schedule (\$19.30 - \$33.79) per hour

**APPLICATION  
PROCEDURE:**

Applicants must meet the minimum qualifications and submit a completed application packet must be received by the deadline of **May 5, 2017 at 2:00 p.m. CST** in order to be considered for the position. Applications are available at [www.cacc.edu](http://www.cacc.edu). Direct access to Human Resources is 256-378-2010 or 256-378-2011.

**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.

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.

**ANTICIPATED** As soon as possible after the closing date.  
**STARTING DATE:**

*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.*