Vacancy Announcement
Posting Date: May 20, 2016

Position Title: Adult Education Instructor (Part-time)

Position Summary: The part-time instructor of adult education is a salaried employee working 12 to 19 hours per week in the program. 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 17 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.

Required Qualifications:

- Bachelor’s Degree from a regionally accredited institution.
- Minimum of three years of teaching experience.
- Good oral and written communication skills.
- Must possess basic computer skills.

Other Qualifications and Job Requirements:

- Advanced English-language writing skills sufficient to compose letters, speeches, create newsletters and brochures and other classroom-related print material that is accurate, grammatically correct, and appropriate in tone, and sensitive to issue and reader/listener.
- Advanced English-language reading skills sufficient to read and comprehend classroom-related state and national documents (e.g., the National Reporting System).
- Upper-level mathematical skills necessary to understand and analyze data from state reports (e.g., from Literacy Ledger quarterly reports).
- Advanced English-language oral communication skills necessary to appropriately welcome visitors to the classroom and college, conduct necessary conversation and business; make presentations, conduct workshops, and represent the program and the college at local, state, or national meetings and events.
- Ability to sit and continuously perform essential job functions for two hours, and the ability to stand, walk and move continuously for two hours to perform essential job functions.
- Ability to learn and perform all essential job functions accurately with minimal direct supervision.
- Manual dexterity, basic computer keyboarding skills, and knowledge of the computer sufficient to type letters and reports and save appropriately to folders and files; to access and move around the Internet; to easily send and receive email and maintain an address book; to access, save and copy on both the “a” and “c” drives; to load, play, and copy to CDs; to load instructional software programs and learn to operate their academic and management systems.
- Knowledge of the College's mission, purpose, and goals, and the role of the adult education office in achieving them.
- Above-average knowledge of subject matter taught to students as determined by the TABE assessment given to all students.
- Ability to work effectively and sensitively with diverse students.
- Ability to work in a team environment with other teachers and administrators.
- Excellent organizational and paperwork skills.
- Knowledge of the special needs of at-risk/underachieving adults and the ability to appropriately address those needs.
- Knowledge of current trends, research-based materials, and best-practices methodologies in adult education instruction.

**Essential Job Functions:**

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 manner.
2. Ensure that class attendance, student advancements, and student achievements reach goals established by the program.
3. Properly administer approved 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 classroom(s) and any related spaces (computer room, testing room, office, etc.) to be neat, clean, bright, and 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. Attend a minimum of 10 clock hours of continuing training per program year.
13. Maintain accurate learner sign-in sheets
14. Maintain up-to-date records on each student.
15. Maintain a file of reports, procedures, notices, monitoring reports, evaluations, etc. from the director of adult education.
16. Submit all required reports in a timely way to the Office of Adult Education.
17. Assist in organizing and carrying out necessary details for meetings and workshops.
18. Assist in organizing and carrying out all aspects of the annual GED graduation.
19. 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.
20. Provide instructional leadership and support by conducting workshops, coaching, mentoring, training and otherwise sharing new strategies and ideas with others.
21. Perform other duties as assigned.

**Salary:** Appropriate placement on salary schedule L.

**Projected Start Date:** As negotiated
Application Procedure:

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:

- Cover Letter
- LSCC application; completed and signed (see resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.

Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date:
This is continuous posting. Applications may be submitted for the duration of this posting. Application packets should be sent to:

Human Resources Office
Lawson State Community College
3060 Wilson Road, S.W.
Birmingham, AL 35221

Other Information:

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 at any time prior to awarding.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System 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.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

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