



Central Alabama Community College

Position Vacancy Announcement

Posting Date: December 2017

CONTINUOUS POSTING

POSITION:

Adult Education Clerk/Teacher Aide

Location: Childersburg

(Part Time - 19 hours or less per week)

**POSITION
SUMMARY:**

The Adult Education Instructor Clerk/Teacher Aide will provide assistance and support to the Adult Education Instructor and adult learners 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, and probationary status position. Continued employment is dependent on continued funding.

**MINIMUM
QUALIFICATIONS:**

1. Associate's degree from a regionally accredited institution is **required**.
2. Proficient knowledge, use, and operation of computers and instructional technology, including use of e-mail communications is **required**.
3. Excellent organizational skills is **required**.
4. Excellent communication skills, both verbal and written is **required**.
5. Ability to establish and maintain an effective working relationship with other employees and the public is **required**.
6. Experience in an adult education environment is *preferred*.
7. Bachelor's degree from a regionally accredited institution is *preferred*.

**ESSENTIAL
FUNCTIONS:**

1. Performs general office/classroom organizational duties.
2. Assists Instructor by answering the telephone, making copies and preparing documents.
3. Assists Instructor with providing instruction in all subjects of the GED test.
4. Assists Instructor with assessments and orientation.
5. Coordinates and prepares request packets for prospective students, groups and/or events.
6. Opens, sorts and routes incoming mail and prepares outgoing mail.
7. Inspect records for completeness and accuracy.
8. Assists Instructor with maintaining classroom files.
9. Performs other related duties as assigned by the Director of Adult Learning.

**WORKING
CONDITIONS:**

The work environment characteristics and physical demands described herein are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate. The employee must follow all safety requirements carefully and wear any personal protective equipment applicable. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; talk and hear. The employee frequently is required to stand. The employee must

occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Central Alabama Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

SALARY: Local Salary Schedule: \$13.92 per hour (not to exceed 29 hours per week)

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Application material may not be submitted by fax or email.

A complete application consists of the following:

1. Completed Central Alabama Community College application.
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.

Application and supporting documentation should be mailed to:

**Human Resources
Central Alabama Community College
34091 U S Highway 280
Childersburg, AL 35044**

Central Alabama Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

ANTICIPATED STARTING DATE: As needed.

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

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.

