



# Central Alabama Community College

*Position Vacancy Announcement*

*Posting Date: December 2017*

## CONTINUOUS POSTING

**POSITION:**

### **Adult Education Substitute Instructor**

**Locations: Talladega and Shelby County**

**(Part Time - 19 hours or less per week)**

**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, and probationary status position. Continued employment is dependent on continued funding.*

**MINIMUM  
QUALIFICATIONS:**

1. Bachelor'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. Experience teaching adults is *preferred*.

**ESSENTIAL  
FUNCTIONS:**

1. Provide Instruction that is contextualized and that prepares adult learners to earn a GED or HSDO 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.

**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: \$20.07/hour – Bachelor  
 \$23.08/hour – Masters  
 \$24.90/hour – 6 Yr Degree (Masters and Associate)  
 \$26.70/hour – Doctorate

Not to exceed 19 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.*