



Northwest-Shoals Community College

Adult Education Teacher (Local Areas)

Position Announcement

STARTING DATE: On going

QUALIFICATIONS:

- Bachelor's Degree, required.
- Bachelor's Degree with teaching certification, preferred.
- Teaching experience of five or more years, preferred.
- Experience in working with adult learners, preferred.
- Must have documented ability to prepare for and deliver quality instruction preferably using multi-media format.
- Evidence of effective oral and written communication skills.
- Evidence of computer literacy skills.
- Ability to work with students on different levels in an individualized study situation.
- Ability to work with computer delivery of instruction in the classroom or lab setting.
- Ability and willingness to learn new instructional technology including multi-media and distance learning formats.
- Evidence of maintaining and expanding professional competencies through activities such as continuing or in-service education, membership in professional organizations, and participation in related community activities.
- Ability to relate well with adult learners who have limited formal education.

**ESSENTIAL
FUNCTIONS:**

- Teach all subject areas from basic skills to advanced skill level.
- Administer appropriate assessment materials to diagnose, evaluate and place adult learners.
- Develop an appropriate Plan Of Instruction (P.O.I.) for each adult learner that identifies each objective and/or skill for which the learner has demonstrated non and/or partial mastery.
- Evaluate adult learner's mastery of material and progress toward reaching literacy goals by administering appropriate assessment materials in a timely and orderly manner.
- Maintain accurate records and file timely reports.
- Confer with student referral agency representatives regarding student progress toward educational goals.
- Plan instruction and prepare material for instructional delivery based upon individual learner needs.
- Prepare students for an encourage students to complete Career Ready Alabama Certification.
- Comply with guidelines and policies set forth by the Alabama Community College System and Northwest-Shoals Community College.
- Assume other duties and responsibilities as may be assigned within the scope of adult education program of service.

SALARY: Position ranges from 1-19 hours per week (no benefits)
Hourly rates range from \$16.00 to \$19.00 based on education
Days and hours of employment may vary from semester to semester

APPLICATION PROCEDURES: **A complete application packet consists of the following:**

- *a completed Northwest-Shoals Community College application form,*
- *a current resume, and*
- *postsecondary transcripts (unofficial or official)*

Submit application packet to:

Northwest-Shoals Community College
Human Resources
P.O. Box 2545 (800 George Wallace Blvd)
Muscle Shoals, AL 35662
Telephone: (256) 331-5229 ● Fax: (256) 331-5459 ● Email: hr@nwscc.edu

CLOSING DATE: **Applications will be accepted until all positions are filled.**

Incomplete application packets will eliminate the possibility of an interview.

Application packets received after the deadline date (including transcripts and letters of verification of work experience) will eliminate the possibility of an interview.

The submission of all required application materials by the deadline date is the sole responsibility of the applicant.

Northwest-Shoals Community College is an equal opportunity employer. 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.

Northwest-Shoals Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants in need of an accommodation(s), should contact the Office of Human Resources prior to the interview. 256-331-5279

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

Northwest-Shoals Community College will not be responsible for copying application packets for current or future positions.

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.

Northwest-Shoals 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.

Northwest-Shoals Community College reserves the right to withdraw this job announcement at any time prior to awarding of employment.