



BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501

205-387-0511

POSITION ANNOUNCEMENT

POSITION #PT-489: Instructor Aide – Adult Education

STARTING DATE:

GENERAL INFORMATION:

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

QUALIFICATIONS: High School Diploma or GED with at least 2 years of documented experience in Adult Education or related field is required; Associate's Degree preferred

DUTIES: In addition to adhering to policies, processes, and guidelines as specified by the *Bevill State Community College Personnel Handbook* and the Alabama State Board of Education, duties will include, but are not limited to, the following:

GENERAL:

1. Provide learning opportunities that draw upon and extend learners' knowledge, skills, and interests.
2. Link instruction to learner academic needs as determined by the results of valid, reliable assessment and reassessment.
3. Select materials and choose teaching styles that address individual learning styles.
4. Extend learners' knowledge and competency using technology to aid learning.
5. Solve conflicts and problems in the classroom.
6. Provide a respectful and supportive learning environment.
7. Convey the expectation of success to adult learners.
8. Require adult learners to engage in analysis, investigation, and interpretation as part of the learning process, as appropriate (learners in level of learning IV, preparing for the Test of General Education Development).

SPECIFIC:

9. Assist the classroom instructor with recruiting adult learners by:
 - a. Providing information about the community's needs.
 - b. Providing accurate information to prospective learners and other stakeholders.
 - c. Providing the supervisor information about the reasons adult learners report why they will not or cannot participate on a consistent, sustained basis.
10. Assist classroom instructor with learner intake and orientation by:
 - a. Providing a welcoming, encouraging, and respectful atmosphere.
 - b. Engaging in an exchange of information with entering adult learners.
 - c. Providing the program's philosophy, goals, instructional services, schedules, attendance policies, and any other relevant information.
 - d. Determining the support services needed and informing entering adult learners of available support services.
 - e. Recording the adult learner's goals and needs.
 - f. Acknowledging learners' doubts or anxieties about entering the program.
11. Participate in all professional development opportunities provided by the instructional supervisor or the state adult and community education staff, including attendance at annual Adult Education conference(s). Instructor Aides are encouraged to support state and national adult education and literacy advocacy organizations. Instructional support staff with a continued pattern of being either unable or unwilling to attend mandatory staff development opportunities should not be considered for further employment in adult education and family literacy and shall not be reimbursed from funds allocated under this subtitle.
12. Assist the classroom instructor with administering assessment instruments to diagnose, evaluate, and place adult learners in adult education programs.
13. Assist the classroom instructor in providing the adult education and family literacy instructional supervisor all needed information in a timely manner.
14. Assume all other duties assigned by the instructional supervisor and/or classroom instructor.

SALARY RANGE: Minimum \$10.00 maximum \$13.00, an hour based on level of education and experience. Part time Adult Education instructor will work no more than 18 hours a week.

PROCEDURES:

Bevill State Community College employment applications are available from the following address or visit our website at www.bscc.edu and at the bottom of the page under "Community Resources" and then "Job Opportunities". All applications should be mailed to:

**Office of Personnel Services
Bevill State Community College
1411 Indiana Avenue
Jasper, AL 35501**

APPLICATION DEADLINE:

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A signed letter of interest with reference to the **position number** found on the position announcement (no computer generated signatures).
- A completed and signed Beville State Community College Application.
- Complete transcripts from **every** institutions from which **any** collegiate credit has been earned.
- A resume.
- One **current** and **signed**, letters of reference (no older than one year; no computer generated signatures).

It is the sole responsibility of the applicant to ensure his or her application packet is complete.

Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.

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 nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Beville 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.

Beville State 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. Beville State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. **The College reserves the right to withdraw this job announcement at any time prior to the awarding.**

Please note that Beville State Community College hours are 7:30am to 5:30pm Monday-Thursday and 7:30am to 11:30am on Friday.