



# BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

POSITION ANNOUNCEMENT  
Beginning date: July 12, 2017  
Closing date: July 26, 2017

---

## POSITION# 706: Adult Education Instructional Coordinator

**STARTING DATE:** July, 2017

**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:** Bachelor's degree in Education or related field, preferred and experience as an Adult Education instructor, preferred.

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

1. Ensures that instructional programs are delivered in a manner that serves students best and accomplishes academic progress and achievement of the core goals,
2. Links instruction to learner academic needs as determined by the results of valid, reliable assessment and reassessment,
3. Assures an instructional program based on sound assessment, teaching learning, support services and continual program improvement,
4. Stays current with regard to curriculum changes, technological changes and AE software applications,
5. Meets with top-performing teachers to identify best practices and shares ideas among the other instructors; meets with underperforming teachers to identify problem areas and determine ways to increase class performance,
6. Assesses, at least twice per year, adult students' satisfaction with the program and uses the results in the planning process to continually improve the program,
7. Instructs classes as needed,
8. Maintain all records as needed for the instructional program,
9. Provides all needed information and reports to the Director of Adult Education in a timely manner,
10. Participates in all professional development opportunities provided by the Director of Adult Education or the state adult education staff, including attendance at annual Adult Education conference(s),
11. Maintain professional conduct in dealing with students, staff, administrators, faculty and the college community,
12. Assist in recruitment of students,
13. Assists in enforcing all college policies,
14. Assumes all other duties assigned by the Director of Adult Education.

**SALARY RANGE:** Minimum \$15.00 per hour, maximum \$18.00 per hour; up to 18 hours per week on an as needed basis.

### **APPLICATION PROCEDURES:**

Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "Community Resources" and then "Job Opportunities". All applications should be mailed to:

Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501

OR

Email in a .pdf format to:  
[Employment@bscc.edu](mailto:Employment@bscc.edu)

**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 by 3:00 pm July 26, 2017 to ensure full consideration. Applicants must adhere to the College's prescribed interview schedule and must travel at his/her own expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips**

**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. Bevill 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.**

Bevill State Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, and Bevill State Community College 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. Bevill 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 Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday. In the Summer term the College is open 7:00 to 6:00 Monday-Thursday and closed on Friday.**