



# WALLACE STATE HANCEVILLE

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## *Vacancy Announcement*

8/10/2010

**POSITION:** Nursing Instructor

**MINIMUM QUALIFICATIONS:**

1. Master's degree in Nursing required
2. Current unencumbered license to practice as a Registered Nurse in Alabama
3. Evidence of current nursing knowledge, clinical skills and teaching competence
4. Personal liability insurance (minimum of \$1,000,000 per occurrence/\$3,000,000 aggregate)
5. Demonstrated ability to use instructional technology preferred

**RESPONSIBILITIES:**

- Demonstrate and maintain a high level of competence and expertise in the teaching field or subject area
- Facilitate student learning utilizing a variety of learning options to meet individual student needs
- Design each course and deliver each class to ensure an effective learning experience
- Develop, implement, and teach courses using distance learning or other instructional technologies (i.e., internet, etc.) as appropriate
- Submit to the immediate supervisor a course syllabus for each course taught every term
- Incorporate most current teaching techniques, subject area developments, and technology into the learning experience
- Provide classroom, laboratory and/or clinical instruction in accordance with approved course outlines
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress
- Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines
- Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning
- Participate in the planning of effective long-range and short term goals for the department and college
- Demonstrate effective interpersonal skills; both written and oral; and work ethic (i.e., preparation and punctuality)
- Assist the immediate supervisor with developing and managing a departmental budget in support of the Annual Plan
- Assist in advising students regarding degree/certificate plans and STARS articulation agreements as appropriate to program
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas
- Use the computer effectively for word processing, instructional application, electronic communication, information and data management
- Deliver courses in alternative delivery times and methods using a variety of learning activities designed to appeal to differing learning styles
- Post and maintain regular office hours in accordance with policy
- Participate in faculty meetings and discussions about curriculum, teaching-learning techniques, teaching materials, and other instructional related activities

- Actively participate in division/college committees and campus activities
- Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank
- Perform other duties as assigned by the Department Head, Division Dean, or President

**SALARY:** Based on education and experience commensurate with State Salary Schedule D1 (\$38,077-\$74,454) and Alabama State Board of Education policies. This is a nine-month position. A summer contract may be available (an additional \$11,756-\$23,026) dependent upon enrollment.

**ANTICIPATED START DATE:** As negotiated.

**APPLICATION PROCEDURE:** A complete application packet must be received in the Human Resources Office no later than 3 p. m., August 27, 2010. A complete application packet consists of:

- (1) Completed Wallace State Community College employment application with three work references
- (2) Résumé
- (3) Cover letter describing specifically how your experience and qualifications meet the qualifications outlined for the position
- (4) Letter(s) from current and/or former employers, verifying employment experience to meet minimum required qualifications. Letter(s) must include employment dates and job title and be on official letterhead with an authorized personnel signature
- (5) Separate transcripts from each college attended (photocopies will suffice until employed)

Applicants must meet eligibility requirements to work in the U.S. at time of appointment. **All application materials must be submitted as a complete packet and will become the property of the College. Applicants who fail to submit all required information will be disqualified. Only application packets received during the period of this announcement will be considered.** Applications are available at [www.wallacestate.edu/employment](http://www.wallacestate.edu/employment) or by calling (256) 352-8295 and should be submitted to:

**Human Resources Department  
Wallace State Community College  
P. O. Box 2000  
Hanceville, AL 35077-2000  
Phone: 256-352-8295**

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 receipt of a clearance notification from a criminal background check.

**APPLICATION DEADLINE:** The deadline for receipt of all application material is August 27, 2010.

**INTERVIEW PROCESS:** The Recruitment and Selection Committee will screen all applicants for the position and may interview selected, fully qualified applicants by telephone. The Committee will then select applicants for in-person interviews, which will consist of a question/answer session and a teaching demonstration. Upon completion of the in-person interviews, the Committee will recommend three finalists for the position in alphabetical order to the President. The President will interview each finalist and make the final employment decision.

**Additional Information:** The College reserves the right not to fill the position due to budgetary or operational considerations. Applicants scheduled for an interview may receive or review the

Essential Functions for the position at the time of the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.

Wallace State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, 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. Wallace State Community College will make reasonable accommodations for qualified disabled applicants or employees. The School reserves the right to withdraw this job announcement at any time prior to the awarding.