



WALLACE STATE HANCEVILLE

Vacancy Announcement

POSITION: Community Education/Continuing Education/Adult Education (Non-Credit)/Training for Existing Business and Industry Part-time Instructors

DESCRIPTION: Wallace State Community College is seeking qualified part-time instructors to fill in as needed for training with Business and Industry, Community Education, Lifelong Learning, Training for Existing Business and Industry, and Adult Education courses. Applications are accepted on a continuous basis and filled as needed as consistent with the growth of the College.

QUALIFICATIONS: Instructors must meet the following applicable credential criteria:

- Educational qualifications are dependent on the content for which services are required. All instructors must have prior experience (educational or experiential) in the specialty for which services are required. Instructors may be required to possess valid and current certifications or licenses in the teaching field.
- Effective communication skills **required**.
- Prior teaching experience **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 and differing learning styles.
- Design each course and deliver instruction to ensure an effective learning experience.
- Incorporate most current teaching techniques, subject area developments, and technology into the learning experience.
- Provide for effective evaluation and assessment of the learning experience in accordance with College policy.
- Maintain necessary attendance and scholastic records and submit them according to department deadlines.
- Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students.
- Demonstrate effective interpersonal skills; both written and oral; and work ethic (i.e., preparation and punctuality)
- Regularly engage in professional learning activities and actively seek information about developing trends and ideas.
- Use technology effectively for word processing, record-keeping, instructional applications, electronic communication, information and data management as needed for course objectives.

SALARY: Varies by department, need, and expertise/certification.

APPLICATION DEADLINE: Complete application files will be accepted by the Human Resources Department on a continuous basis and remain active for available positions. Available positions are contingent upon enrollment and the instructional needs of the College. Needs may include courses such as but not limited to: Cake Decorating, Digital Photography, Certified Nursing Assistant, English as a Second Language, Flower Arranging, Leadership Skills, Insurance, Culinary Arts, GED Prep, Welding, Instant Music, Real Estate, Ceramics, Reading, Foreign Languages, Social Skills, Wellness, Math, Safety, Technology, Recreation, Construction, Business and Management, Electrical/Electronics, Healthcare and Youth Activities.

APPLICATION PROCEDURE: A complete application packet must include an application, cover letter, resume, college transcripts (unofficial accepted), three (3) up-to-date professional letters of reference and three (3) references with addresses and phone numbers. Incomplete or delinquent packets will not be considered.

Only persons who meet the required minimum qualifications will be invited for the interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants selected for an interview may be asked to demonstrate proficiency in written English and subject area knowledge as part of the on-campus interview process. A skills test may be required.

RETURN PACKETS TO:

**Human Resources Department
Wallace State Community College
P. O. Box 2000
Hanceville, AL 35077-2000
Phone: 256-352-8029**

*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 College reserves the right to withdraw this job announcement at any time prior to the awarding.***