



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

River Region: Elmore, Prattville, Millbrook, Wetumpka, and surrounding areas

POSITION: Developmental Adjunct Instructors

Open: 6/03/14

Close: Ongoing

QUALIFICATIONS:

Academic teaching Fields: (i.e. math, English, and reading). A Minimum of a Bachelor's degree in the specified teaching field from a regionally accredited institution is **required**. A Master's degree with eighteen (18) graduate semester hours in the teaching field is **preferred**. Effective oral and written communication skills are **required**. Proficient computer skills are **required**. Teaching experience is **required**. Teaching experience at the college level **preferred**.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

An understanding of and a commitment to the philosophy and mission of the two-year college. Ability to handle multiple tasks and various situations in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, the President, and the State Board of Education, responsibilities will include the following:

1. Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
2. Maintain the instructional program and resources at a high level of quality and efficiency by continuously upgrading course materials and recommending additional instructional equipment and materials.
3. Maintain accurate records of student grades and other reports.
4. Submit such reports as may be requested by the Department Chairperson, the Associate Dean of Learning, and the Dean of Instruction including submitting final grades by required deadline.
5. Acquire instructor textbooks, training manuals, and any other materials necessary for the instruction of each discipline.
6. Work closely with the Department Chairperson to assure quality teaching and learning methodologies.
7. Assess student learning using multiple assessment strategies.
8. Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning.
9. Attend periodic professional development training as required by the Department Chairperson, the Associate Dean of Learning, the Dean of Instruction, and the President.
10. Work well with others and show respect to all college constituents.
11. Perform other duties as may be assigned by the Department Chairperson, the Associate Dean of Learning, or the President.

SALARY: \$1720.00 per four (4) credit hour course.

APPLICATION PROCEDURE:

WCCS is an equal opportunity employer and complies with the American with Disability Act. WCCS will make reasonable accommodations for disabled applicants or employees. Any applicant needing special assistance in the application process should request such assistance when requesting the application form. Applications forms are available from and should be returned to:

**Human Resources Office
Wallace Community College Selma
P.O. Box 2530
Selma, Alabama 36702-2530
Phone (334) 876-9234, or 876-9227
Fax (334) 876-9250
Website: www.wccs.edu**

APPLICATION DEADLINE:

Application forms are available online at www.wccs.edu. A complete application package consisting of a WCCS application, a current resume', a copy of transcript(s) verifying required degree or certification, work experience verification **in writing** from current or previous the employer confirming the experience stated in the "Qualification" section. Verification should be printed on company letterhead, include dates of employment and position title(s). A complete application package is the responsibility of the applicant.

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 minimum nonrefundable \$13 payment for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Wallace Community College Selma is an equal opportunity employer and complies with the American with Disabilities Act. WCCS will make reasonable accommodations for disabled applicants or employees. . It is the official policy of the Alabama State Department of Education, including postsecondary institutions under the control of the State Board of Education, that no person in Alabama shall on the ground 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 Community College reserves the right to withdraw this job announcement at any time prior to the awarding.