

JONES COUNTY JUNIOR COLLEGE

Position Announcement

May 10, 2018

POSITION: Part-time Adult Education Instructor (Collins)

DIVISION: Adult Education

TERM OF EMPLOYMENT: Staff, Dependent upon grant funds

COMPENSATION: Compensation commensurate with grant guidelines

RESPONSIBLE TO: Adult Education Director

FUNDING: MCCB Office of Adult Education- Basic Skills

DEADLINE: June 1, 2018

FUNCTION:

The incumbent is responsible instructing students in basic skills, employability skills, and preparation for High School Equivalency and beyond.

Duties and Responsibilities:

- Provides instruction in literacy; adult education; HSE test preparation; English language acquisition; family literacy; workforce preparation; integrated education and training, including career pathways; and workplace education, including National Career Readiness Certificate and Smart Start Pathway instruction.
- Applies research-based instructional practices that incorporate the use of computers and other technologies.
- Is knowledgeable of reading, writing, and/or mathematical instructional strategies.
- Uses instructional strategies, learning practices, and tools appropriate to the needs of the student.
- Uses lesson plans that integrate instruction across content areas.
- Provides continuous feedback and adjusts instruction to maximize student learning.
- Collaborates with colleagues to develop and evaluate curriculum and materials aligned with College and Career Readiness Standards.
- Integrates work, family, and community related activities into instruction.
- Administers and interprets appropriate placement and diagnostic tests to document student progress.
- Facilitates the transfer of learned skills from the classroom to the job.

- Customizes and develops workplace education curriculum and lesson plans that facilitate transition from the classroom to the job based on the workforce goals and expected training outcomes.
- Collects and manages accurate data for program improvement and accountability.
- Participates in the retention and follow-up of students.
- Maintains knowledge of program guidelines, regulations, policies, and procedures.
- Maintains student records.
- Makes referrals to community agencies or postsecondary institutions as appropriate.
- Advocates adult education at the local and state level and explains the impact of under-education on employment and society.
- Assesses adult education needs and promotes program in community.
- Promotes use of community resources and participates in activities of other community agencies.
- Sets career goals and develops educational plans for Adult Education students while identifying barriers and support services to mitigate those barriers.
- Recruits students and matches them with instructional staff.
- Participates in required local, regional, and state mandated professional development activities.
- Participates in additional professional growth opportunities to support student achievement.
- Uses technology resources to engage in ongoing professional development and lifelong learning.
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan.
- Follow all guidelines and policies set by the local sponsor, the JCJC AE office, Jones County Junior College, and the Mississippi Community College Board (state AE office)
- Light cleaning of facility in Collins
- Responsible for the safety and physical appearance of the classroom
- Abides by the ABE class schedule (time and dates) set by JCJC
- Assist students in pursuing their personal career and educational goals
- Other duties as deemed necessary for achieving the objectives of the program.

Minimum Qualifications Required:

- B.S. degree or higher
- Must Score "A" Level on TABE Locator

Preferred Qualifications:

- Three or more years in education
- Adult Education work related experience
- Grant-funded experience
- Knowledge of the High School Equivalency tests
- Good communication skills (oral and written)
- Self-motivated with the ability to work with minimum supervision
- Genuine interest in helping people
- Ability to establish rapport with students from diverse backgrounds
- Silver Level National Career Readiness Certification

CONTACT PERSONS:

All inquiries should be routed through the Human Resources Department:

Jones County Junior College

Human Resources Director

900 South Court Street

Ellisville, MS 39437

office: 601-477-4058

fax: 601-477-4017

Applicant must provide the following by the closing date:

- (1) Complete resume and JCJC employment application (available online at www.jcjc.edu/employment).
- (2) Minimum of three (3) references attesting to abilities in work area.
- (3) Documentation of educational achievement (transcripts, etc.).
- (4) Documentation of work experience.

Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following persons have been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/ Section 504) Kisha Jones, ADA Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.