

# JONES COUNTY JUNIOR COLLEGE

July 15, 2015

<b>POSITION:</b>	<b>Non-Credit Workforce Instructor</b>
<b>DIVISION:</b>	Workforce Development
<b>COMPENSATION:</b>	Hourly based on experience/project guidelines
<b>TERM OF EMPLOYMENT:</b>	Fulltime or Part-time
<b>CLOSING DATE FOR APPLICATION:</b>	Until Filled

## **JOB DESCRIPTION:**

This announcement is to retain a pool of qualified applicants. Submission of an application and our acceptance thereof does not indicate that there are positions open, and in no way obligates Jones County Junior College.

Applicants may indicate an interest in full-time or part-time positions in all workforce teaching areas for the Ellisville campus, Clarke County Center, Greene County Center, Jasper County Center, or Wayne County Center or other locations throughout JCJC district where workforce classes are conducted.

General Statement of the Function – Workforce Development Instructors have the responsibility to deliver quality instruction and hands-on learning to help participants complete their desired training program. Workforce instructors must follow policies and procedures as established by the college and workforce development guidelines. The workforce instructor reports to the appropriate Workforce Development Coordinator and/or Workforce Director.

## **Duties of Workforce Instructors:**

- To be familiar with all school policies, procedures outlined in the Policies and Procedures Manual
- To be a competent scholar in the area of instruction, continuing to improve in knowledge and skills related to the subject, and to make effective presentations to students
- To conduct personal affairs in such a manner as to bring credit to the individual and to the College
- To inform the workforce coordinator of any contemplated absence from teaching assignment so that proper arrangements can be made for the class or classes
- To complete all relevant official paperwork prior to anticipated absences, and as soon as possible after return from unanticipated absences (fulltime only)
- Maintain a classroom environment that is conducive to learning, deal with discipline problems in a professional manner and follow the student handbook policies
- Work with the ADA compliance officer to meet the academic needs of disabled students
- Teach each class for the entire period.
- Maintain the associated national credential in the subject area being taught (if applicable)
- Pass a background check with fingerprints.

**APPLICANT MUST PROVIDE BY CLOSING DATE THE FOLLOWING:**

1. Completed application
2. Minimum of three (3) references attesting to abilities in the discipline
3. Documentation of educational achievements
4. Documentation of teaching and/or work experience (5 years work experience preferred for industrial instructors)
5. Documentation of national credential in the applicable teaching area

**Areas of Focus: (not a complete list)**

- Ammonia Refrigeration/HVAC
- AutoCAD
- Automotive Technology
  - Automotive Technician
  - Paint and Body Repair
- Commercial and Residential Maintenance
- Commercial Truck Driving
- Computer Applications
  - Google Apps
  - IC3
  - Microsoft Office Suite
  - QuickBooks
- Computer Networking
- Computer Programming
- Computer Repair
- CPR (all levels)
- Customer Service
- Electrical Maintenance
- Electrical Technology
- Emergency Response
- Forklift
- Heavy Equipment
- Industrial Maintenance
  - Electrical
  - Instrumentation
- Industrial Math/Measurement
- Leadership
- Lean/Six Sigma
- Machining
- Manufacturing Production Technician
- Millwright
- Petroleum Technology
- Pipefitting
- PLC
- Quality Control
- Safety (OSHA)
- ServSafe®
- Ship Fitting
- Small Engine Repair
- Welding

**CONTACT PERSONS:**

All inquiries should be directed to the Human Resources Office:

Human Resources Director

Address: Jones County Junior College  
900 South Court Street  
Ellisville, Mississippi 39437

Phone: 601.477.4058

Fax: 601.477.4017

*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) Pam Brownlee, ADA Coordinator;*

*Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Julie Atwood, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4053.*