



INTENT TO EMPLOY

Position: Adult Education Substitute Instructor

Minimum Qualifications:

1. Bachelor's degree.
2. Some teaching experience preferred.

Job Functions:

1. Convey the expectation of success to students and provide learning opportunities that enable them to achieve personal goals and academic advancements in a timely fashion.
2. Encourage students regarding class attendance, student advancements, and student achievements.
3. Properly administer instructional assessments and reassessments used in the classroom and use these instruments to diagnose, evaluate, and to develop a plan of instruction for each learner.
4. Solve conflicts and problems in the classroom.
5. Support procedures for recruitment and retention of students including one-on-one attention with personal matters and academic assistance; phone calls, meetings and other contacts with students as necessary.
6. Provide a learning environment that is respectful and supportive of students.
7. Maintain the physical appearance of classrooms(s) and any related spaces (computer room, testing room, office, etc.) to be neat, clean, bright, easy to work in, and otherwise, conducive to learning.
8. Maintain accurate learner sign-in sheets.
9. Maintain up-to date records on each student.
10. Provide all required reports in a timely way to the Office of Adult Education.

Salary: Salary is based on 19 hours per week. Hourly rate will be determined by the Adult Education Program Director. Continuation of employment is subject to the availability of funding from state and/or federal sources

Application Procedure: Submit application materials to Human Resources, Room 104 GWH.

1. A completed Jefferson State Community College application specific to this position
2. Current resume
3. Transcripts (unofficial copies will be accepted before the deadline but official transcripts must be on file before an offer of employment). Transcripts must include **conferred or awarded date**.

Jefferson State Community College employment applications are available at www.jeffstateonline.com and from:

Human Resources Office
2601 Carson Road
Birmingham, AL 35215-3098
Phone: (205) 856-7764 or 856-7899
Fax: (205) 856-7720

It is the official policy of the Alabama Department of Postsecondary Education and Jefferson State Community College, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, disability, 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. Jefferson State Community College will make reasonable accommodations for qualified disabled applicants or employees. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement any time prior to the awarding.

Note: *In accordance with Alabama Community College System policies and procedures, 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 the criminal background check.*

EQUAL OPPORTUNITY EMPLOYER