

Please Note: If you are applying for more than one position, please submit a separate, complete application



INTENT TO EMPLOY

Posting Date: January 15, 2016

Position: Associate Dean, Developmental Education and Distance Education

Minimum Qualifications:

1. Master's degree with 18 graduate semester hours to teach in a discipline **required**.
2. A minimum of three (3) years' of full-time work of administrative experience **required**. Teaching experience in developmental education **required**.
3. A minimum of three (3) years of teaching experience in a community college **preferred**.

Primary Purpose:

This is a full-time administrative position with responsibility for leadership in the areas of developmental and distance education. The position also includes responsibilities for teaching, and for otherwise contributing to the fulfillment of the college's mission. This position reports to the Dean of Instruction. The employee will:

Essential Job Functions:

1. Provide leadership in academic planning, program development and implementation, and program review within the areas of responsibility.
2. Directly supervises and evaluates faculty and support staff within the areas of responsibility.
3. In collaboration with other deans/associate deans, and with input from department chairs, recommends and coordinates scheduling of division course offerings and institutional developmental education offerings.
4. Research, present and implement best practices related to the provision of developmental educational courses.
5. Assist department chairs in the selection of faculty to teach developmental education sections.
6. Review and approve credentials of part-time faculty within the department.
7. Act as on site reference point to respond to student and faculty problems or appeals from students.
8. Make recommendations to the Dean of Instruction regarding continuing service status of probationary faculty and staff.
9. Provide class and/or laboratory preparation and instruction.
10. Be in compliance with institutional policies and procedures and fulfillment of the terms of employment.
11. Fulfill other responsibilities related to the mission of the college.
12. Review and recommend changes in Catalog content related to the department.
13. Serves as a member of the Instructional Academic Council.
14. Serve as chair of the Distance Education Program Committee.
15. Fulfill other duties and responsibilities as delegated by the President or Dean of Instruction.
16. Serve on college committees as requested.

Salary: \$72,356 to \$103,788 based on State Board of Education Salary Schedule C-1 and experience.

Application Deadline: 4:30 p.m., February 08, 2016

Application Procedure A complete application packet consists of:

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, and from an accredited Institution**.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Minimum Qualifications" section. Verification should include dates of employment and position title(s). Upon request from the applicant, work experience verification from **current employer only** may be delayed until an official offer of employment. Request must be made in the form of a statement on a separate document. If applicant delays verification from current employer and it does not cover required level of experience as stated in the "Minimum Qualifications" section, verification from previous employer(s) is required. **Remember that the work experience verification completion is your responsibility.** Please visit <http://www.jeffersonstate.edu/about-jssc/human-resources/work-experience-verification/> to obtain form. (For clarification, please contact Human Resources)

Materials may be submitted to:

Human Resources
2601 Carson Road
Birmingham, AL 35215

Phone: (205) 856-8598 or 856-7899 or Fax: (205) 856-7720

Email: HumanResources@jeffstateonline.edu

This Employer Participates in E-Verify

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