



# WALLACE COMMUNITY COLLEGE SELMA

## VACANCY ANNOUNCEMENT

### Full-Time Temporary

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#### POSITION

Computer Information Systems Instructor

**Posting Date:**

On Going

**Closing Date:**

On Going

#### POSITION AVAILABLE

Immediately

#### REQUIRED QUALIFICATIONS

- A Master's degree with 18 graduate hours in Computer Information Systems or equivalent experiences in the field, or other demonstrated competencies, achievements, and or certifications that contribute to effective teaching and student learning outcomes.
- An ability to teach at offsite locations
- Teaching experience (classroom)
- Effective oral and written communication skills

#### PREFERRED QUALIFICATIONS

- An understanding of and a commitment to the philosophy and mission of the Alabama Community College System
- Ability to handle multiple tasks and various situations in a professional manner
- Documented experience in developing and teaching on-line courses
- Teaching experience at the college level

#### SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule D1

#### DUTIES & RESPONSIBILITIES

In addition to adhering to the general guidelines as specified by the Faculty/Staff Handbook, the Department Chairperson, the Dean of Instruction, the Dean of Students, the President, and Alabama Community College System Board of Trustees, responsibilities will include the following:

- Teach assigned courses to the best of ability employing professional methods and adhere to the contents of the college catalog and amendments thereto.
- Engage in continuous professional development initiatives and submitting annual personal professional development plans through study and other activities designed to increase instructional effectiveness.
- 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.
- Develop and teach internet-ready and/or web-enhanced courses.
- Maintain accurate records of student grades and other reports.
- Assist with student orientation and registration process, as needed.
- Collaborate with the Dean of Instruction, the Associate/Assistant Deans, Department Chair/Directors, Coordinators, and Lead Instructors for the purpose of providing input into curriculum design, development, and evaluation.
- Submit such reports as may be requested by the Department Chairpersons, Division Directors and Coordinators, Lead Instructors, the Associate/Assistant Deans, and the Dean of Instruction.
- Assist in the supervision of student activities.
- Attend all scheduled faculty meetings and special programs presented by the college.
- Serve as an advisor to assigned students and provide academic counseling.
- Participate in articulation and student recruiting efforts with public and private schools in the college's service area.
- Participate in the college's annual academic and technical competitions.
- Work with the Department Chairperson to prepare an annual budget request.
- Acquire instructor textbooks, training manuals, and any other materials necessary for instruction of each discipline.

- Engage in scholarly activities with students to include, but not limited to; tutoring, supplemental instruction to support student learning, educational tours, etc.
- Assist in the development of discipline specific student learning outcome objectives.
- Assess students learning using multiple assessment strategies.
- 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.
- Maintain high moral and ethical standards. Work well with others and show respect to all college constituents.
- Perform other duties as assigned by the Department Chairpersons, the Dean of Instruction, the Dean of Students, or the President.

#### APPLICATION PROCEDURE

WCCS is an equal opportunity employer and enrolled in E-Verify. It is the official policy of the Alabama Community College System, including postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no person shall, on the grounds 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. WCCS will make reasonable accommodations for qualified disabled applicants or employees. WCCS reserves the right to withdraw this job announcement at any time prior to the awarding. Applications are available online at [www.wccs.edu](http://www.wccs.edu) and should be returned to:

Human Resources Department  
Wallace Community College Selma  
3000 Earl Goodwin Parkway  
P.O. Box 2530  
Selma, AL 36702-2530  
Phone: 334-876-9234, 876-9227  
Fax: 334-876-9250  
Website: [www.wccs.edu](http://www.wccs.edu)

A complete application package consists of:

1. WCCS Application
2. A resume
3. A copy of transcript(s) verifying required degree. Please print name as listed on transcript, if different from last name listed on application.
4. Work experience verification **in writing** from your current and/or previous employer(s) confirming the required level of experience as stated in the "Required Qualifications" section. Verification should include dates of employment and position title(s) and duties performed. If work verification from current employer does not cover the **required** level of experience as stated in the "**Required Qualification**" section, verification from previous employer(s) will be required. **Remember that the work experience verification completion is your responsibility.**
5. **In order to be considered for the position applicants must submit documentation verifying their experience in the teaching field.** Verification should be printed on company letterhead, include dates of employment, position title(s), and duties performed.

**Please Note:** If you are applying for more than one position, please submit a separate, complete application. In the event the position is reposted, a new application packet must be submitted.

#### APPLICATION DEADLINE

**All applications must be received Human Resources, Final applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Incomplete applications and applications received after the deadline will not be considered. A complete application package is the responsibility of the applicant.**

***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 and to submit a minimum nonrefundable **\$17.40 payment for a criminal background check**. Employment will be contingent upon receipt of a clearance notification from the criminal background check.