



WALLACE COMMUNITY COLLEGE SELMA

VACANCY ANNOUNCEMENT

GRANT-FUNDED

Intent to Employ- Part Time - Temporary

POSITION

Adult Education Instructional Support Aide (PT)
Continued employment is contingent upon funding from the grant

Posting Date:

1/14/2021

Closing Date:

Ongoing

POSITION AVAILABLE**Immediately****REQUIRED QUALIFICATIONS**

- A minimum of an Associate's Degree from a regionally accredited institution.
- Proficiency in computer software applications
- 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
- A Bachelor's Degree from a regionally accredited institution
- Experience working with adult students.
- Tutoring experience
- Experience in proctoring standardized assessments.

SALARY SCHEDULE PLACEMENT

Commensurate with education and experience according to Salary Schedule L

DUTIES & RESPONSIBILITIES

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

- Assist with intake and orientation of the students in adult education.
- Assist the instructors with administering and grading assessments.
- Assist instructors with developing an Individual Diagnostic Profile, plan of instruction, and career plan for each student. The plan of instruction must incorporate the following elements:
 - a. Learner's name
 - b. Assessment instrument administered, to include date and placement.
 - c. Objectives/skills that the learner has not mastered.
 - d. Learning resources assigned to the learner to teach or mediate the objectives' skills to be mastered.
 - e. Date instruction began on each objective/skill to be mastered.
 - f. Date learner mastered each identified objective/skill.
 - g. Method used to determine mastery on objective/skill.
 - h. Maintain accurate learner sign-in sheets incorporating the following elements: name/signature, time signed in, time signed out, and total number of hours or fractions thereof, attended.

- Extend learner’s knowledge and competency using technology to aid learning.
- Assist instructors with creating and maintaining students’ records that contains the following:
 - a. Enrollment record
 - b. Goals
 - c. Needed support services
 - d. Potential obstacles of attendance
 - e. Special learning needs
 - f. AE enrollment form
 - g. Attendance records
 - h. Contact hour records
 - i. Assessment results
 - j. Plan of Instruction
 - k. Anecdotal records
 - l. Counseling records
 - m. Other appropriate records
- Assist the instructors with retaining students by tutoring students on a one-on-one basis.
- Assist instructors with their monthly reports which include, but not limited to, documenting students’ attendance hours, recording updates and separations.
- Participate in all professional development opportunities provided by the instructional supervisor or the state adult and community education staff.
- Work well with others and show respect to all college constituents.
- Perform any other duties as assigned by the Adult Education Director, Dean of Students, and 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 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: 334-876-9319, 876-9338
 Fax: 334-876-9334
 Website: www.wccs.edu

❖ **All application packets must be submitted to employmentpacket@wccs.edu. Please add your name to the subject line of the email.**

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.**

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 application information must be received by **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.*