

INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Certification/Training Instructor

(Part-time Not to Exceed 9 Hours per Week Classroom Instruction/Not on Tenure Track)

Posted: July 2, 2018

Application Deadline: Search will continue until the needs of the College have been met.

General Information: J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, adjacent to Draper Correctional Facility in Elmore County, a presence at the Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama as well as at Donaldson Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

Qualifications: Associate's degree or equivalent [at least sixty (60) semester hours including associate degree core] from a regionally-accredited two-year college or technical school in a career/technical field is preferred. A minimum of three (3) years successful full-time related experience in OSHA, NCCER, or other industry-specific training and/or certifying standards is required. Current industry certification in a construction trades area is required.

Job Summary: This is a part-time position responsible for providing training and oversight to career/technical instructors concerning industry certifications (i.e., OSHA, NCCER, etc.) resulting in achieving and maintaining credentialing standards. This includes classroom instruction, field instruction, and administering assessments in both written and lab environments. This position also involves the creation and implementation of curriculum as prescribed by the Alabama Community College System (ACCS) or the certifying organization. The instructor is responsible for performing duties during the day, evening, or weekend on any JF Ingram State Technical College location as assigned. Related activities will include but not be limited to participating in local, state, regional, and national professional activities and organizations. All duties performed under the direct supervision of the Dean of Instruction. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

Essential Functions:

- Designs, delivers, and facilitates safety, technical, and skills curriculum using prescribed delivery methods and classroom visual/audio equipment while effectively managing instructional time.
- Provides subject matter expertise in accordance with current career/technical industry certification standards as well as design and develop user training programs.
- Performs active learning lessons for troubleshooting mechanical, electrical and safety issues as needed.
- Maintains required training certifications for position held.
- Assesses skills needed to perform specific tasks during lab/practical evaluations.
- Administers and grades all required assessments.
- Conducts refresher training as needed.
- Maintains secondary documentation responsibilities as requested.
- Communicates regularly and effectively with team members and management to enable problem solving.
- Accurately completes all required course paperwork within specified and/or required internal/external timelines.
- Communicates well verbally and orally; possesses good facilitation skills, excellent presentation skills and engaging presentation style.
- Possesses a valid Alabama driver license and be able to be ensured under the College's insurance carrier for in-state travel for training purposes.
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines and policies set forth by the Board of Trustees, Alabama Community College System (ACCS), and J. F. Ingram State Technical College.
- Performs other professional duties as assigned by the Dean of Instruction, Associate Dean of Instruction, or their designee.

Salary Range: *Salary will be determined by placement on appropriate local salary schedule based on the number of years of full-time verifiable related experience for determination of comparable hourly wages.*

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NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

Application Procedure: Application forms are available from the following website at: www.istc.edu/employment/jobs.

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet must be submitted for each position being applied for. Questions can be sent by e-mail to Erica Portis-Turner, Coordinator of Human Resources at erica.turner@istc.edu or call 334-290-3248.

Human Resources Job Line
(334) 290-3279

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however photocopies of application materials are acceptable)
- A current resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

Mail to:

J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022

Hand deliver to:

5375 Ingram Road
Deatsville, Alabama 36022

****All mailed application packets must be mailed to PO Box 220350, Deatsville, AL 36022 by the specified deadline.**

DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIALS

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.

Other Information: J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS 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. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

*P.O. Box 220350 • Deatsville, Alabama 36022
Phone: 334-290-3248*