

INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Adjunct Related Studies (English) Instructor
Posted: January 26, 2016

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, and adjacent to Draper Correctional Facility in Elmore County. 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: Master's degree from a regionally-accredited college or university with 18 graduate semester hours in the teaching area.

Job Summary: All duties performed under the direct supervision of the Associate Dean of Instruction. Teaches related studies (i.e., Speech, Mathematics, English, Reading, Psychology, etc.) coursework to students by performing the following duties:

Duties and Responsibilities:

- Organizes program of instruction studies in subject area, including demonstrations of how related skills are used in each student's file, and lectures on theory, techniques, and terminology.
- Instructs students in subject areas such as mathematics, communication skills, and work habits.
- Plans and supervises work of students, individually or in small groups, in classroom or laboratory.
- Assesses and evaluates achievement of student in subject knowledge.
- Maintains all records and provides reports as directed by the Dean of Instruction or his designee.
- An understanding of and commitment to the philosophy and mission of a community and technical college.
- A sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, 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 for the part-time employment will be at a rate of \$500 per course credit hour not to exceed 9 credit hours.*

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 upon request to:

erica.turner@istc.edu or

Leave your full name, mailing address, e-mail address, daytime contact phone number, and the title of position(s) for which you wish to apply at the

**Human Resources Job Line
J. F. Ingram State Technical College
Post Office Box 220350
Deatsville, Alabama 36022-0350
(Phone: 334-290-3279)**

(continued on reverse side)

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

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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.

A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Photocopies are acceptable)
- A current resume reflecting all previous work experience.
- Three current letters of verification from current and/or former co-workers and/or supervisors, dated within the previous twelve (12) months, that confirms the dates of employment and experience claimed by the applicant.
- 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.

ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED TO THE COLLEGE AT THE ADDRESS 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 State 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 Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, 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.