



NOTICE OF VACANCY

Adult Education Instructor

Reports To: Adult Education Coordinator and Dean of Career-Technical & Adult Education

Description of Position: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Adult Education Instructor will be an equity-minded individual committed to student safety and success by collaborating with faculty, staff, administration, students, and community partners who support the institution's mission.

The Adult Education Instructor, under and in conjunction with the Dean of Career-Technical & Adult Education as well as the Adult Education Coordinator will have the responsibility of teaching Adult Education, HSE Preparation, and/or English for Speakers of Other Languages.

Duties and Responsibilities:

- Actively recruit students
- Administer High School Equivalency (HSE) practice tests and evaluate results
- Administer the Test of Adult Basic Education (TABE) to determine participant's strengths/weaknesses
- Assign books, materials, and/or computer programs to participant based upon student evaluation and plan
- Create lesson plans, individual and group, to advance the educational functioning level
- Develop a plan for each student dependent upon evaluation
- Document student progress and make changes to student plan as needed
- Maintain student documents as required by college and/or state agency
- Orientate and interview new participants to determine needs and goals
- Other duties as assigned by the Coordinator of AE or the Dean of Career-Technical & Adult Education
- Participate in service and staff development as required by governing agency/sub-grantor
- Prepare and submit monthly documents as directed by the AE Coordinator or dean
- Provide HSE completers with additional educational/workforce development information
- Work on the Moorhead and Greenwood Center campuses

Mandatory Requirements include:

- Applicants must hold a minimum of a bachelor's degree.

Desired Qualifications (but not required):

- Applicants may be given preference with an educational degree, master's degree, and/or experience in Adult Education at a community college.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Steven J. Jones, Vice President of Administrative Services, Tanner Hall, Suite 202, P. O. Box 668, Moorhead, MS 38761, 662-246-6304; EEOC@msdelta.edu.

Physical Demand:

- May require prolonged periods of viewing a computer screen.
- May be required to lift or carry up to 25 pounds.
- Other areas of physical demand include but are not limited to bending, climbing, crawling, kneeling, pulling, pushing, reaching, sitting, squatting, standing, stooping, twisting, and walking.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a full-time, 12-month, Other Instruction (OI), exempt position.

SALARY

Based on the MDCC Adult Education/HSE Instructional Salary Schedule.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application (**online only**)
2. **Official** College Transcript(s)
3. Current Resume
4. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, www.msdelta.edu/human-resources

DEADLINE

External/Internal – September 24, 2020 at 5:00 pm

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