



INGRAM STATE TECHNICAL COLLEGE

Position Announcement

Adult Education (AE) Instructor

Donaldson Correctional Facility

Posted: September 4, 2019

Application Deadline: Search will continue until 3:00 PM on September 17, 2019.

General Information: J.F. Ingram State Technical College is a postsecondary correctional education institution with centers located in Deatsville (Main Campus), Julia Tutwiler Prison, Draper Correctional Facility, Alabama Therapeutic Facility (ATEF), Donaldson Correctional Facility and Bibb 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: A bachelor's degree in a teaching field from a regionally accredited college or university is required. A master's degree in a teaching field from a regionally accredited college or university is preferred.

Summary: All duties performed under the direct supervision of the AE Director and the Dean of Instruction. Teaches adult basic education subjects (Language, Social Studies, Mathematics, Science, History and others subjects) to students preparing to the GED. Prepares students for their High School Diploma (ALSDE requirements must be met) and prepares students for ACT WorkKeys assessment. Listed below are the primary responsibilities for the position; however, other professional duties may be assigned by the Director or Dean in order to meet the needs of the College.

Essential Functions:

- Organizes program on instruction studies in Adult Education.
- Instructs students in subject areas.
- Plans and supervises work of students, individually or small groups, and in classroom or laboratory settings.
- Assesses and evaluates achievement of students in subject knowledge.
- Completes required documentation in an accurate and timely manner, and maintains the confidentiality of adult basic education records.
- Attends mandatory monthly staff meetings and any other meetings called by AE Director and/or Dean of Instruction.
- Participates in in-service training and other continuing education activities to maintain a high level of competence and skill in the field of Adult Basic Education and Correctional Education.
- Organizes and completes special projects and performs other duties and responsibilities as assigned by the Adult Basic Education Director and/or Dean of Instruction.
- 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.

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- Complies with any applicable guidelines 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.

Salary Range: Salary will be determined by placement on appropriate Alabama Community College System-approved salary schedule D3 \$ 19,956- \$39,911 for a 9-month contract; Summer employment may be available dependent on enrollment (\$6,652 - \$13,304).

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:

<https://istc.edu/employment/>

Important Note! Only completed application packets will be considered. If an application deadline is specified, the College must receive all material prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and willing to complete additional required application material. 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 material 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 email to Andrea Richardson, Human Resources at andrea.richardson@istc.edu or call 334-290-3251.

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 material are acceptable).
- A **current** resume reflecting all previous work experience.
- **Transcripts for all college coursework taken.** Unofficial transcripts will be acceptable for review by the 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
Human Resources
Post Office Box 220350
Deatsville, AL 36022

Hand deliver to:

J.F. Ingram State Technical College
Human Resources
5375 Ingram Road
Deatsville, AL 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 MATERIAL

ALL APPLICATION MATERIAL 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 MATERIAL 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 632.01 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.