

**POSITION INFORMATION**

Position Title	Adult Education Facilitator
Number of Positions	1
Position Location	Carthage Career Advancement Center
FLSA Type	Exempt
Number of Months	12
Position Classification	Support Staff
Salary Range	Salary will be determined within parameters of grant.
Anticipated Date of Appointment	Monday, July 30, 2018

**FOR ADDITIONAL INFORMATION**

Contact	Ryan Clarke
Contact Title	Adult Education/HSE Testing Director
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6387
Email	rclarke@eccc.edu

**POSITION SUMMARY INFORMATION**
**Required Qualifications**

Bachelor's Degree

**Preferred Qualifications**

Bachelor's Degree in Education, Adult Education, or related field

**General Statement of the Function**

The Adult Education (AE) Facilitator (Full-Time) will serve the students of the Adult Education program by following the Mississippi Adult Education program guidelines and the local guidelines set by East Central Community College Adult Education.

**Duties and Responsibilities**

1. The AE Facilitator will prepare and present an orientation/registration session as the initial activity for ALL new students enrolling in his/her class. This session should last for no less than one full class meeting and consist of, but is not limited to: an overall welcome, explanation of class and program expectations and rules, program overview including description of high school equivalency (HSE) options, completion of requisite program paper work, and one-on-one interviews with students for the purpose of setting goals and creating an individualized plan of study for the student;
2. The AE Facilitator will administer TABE 11/12 to ALL incoming students during their first week of attendance using TABE Online. The AE Facilitator will follow all program guidelines, as established by the Office of Adult Education and the Mississippi Community College Board when administering the TABE pre-test and the TABE post-test;
3. The AE Facilitator will adhere to the ECCC AE program's managed enrollment policy and only hold intake for new students on dates previously established by the ECCC AE office;
4. The AE Facilitator will maintain a class roll of at least ten (10) students. If enrollment drops below ten (10) students, AE Facilitators will be expected to contact absent students and encourage them to return and recruit new students into their program. Classes that are below ten (10) students on roll on a consistent basis will be subject to closure based on State AE guidelines. Exceptions will be made at the beginning or the program year and HSE completions will be taken into consideration as well;
5. The AE Facilitator will properly place students in the appropriate class based on the students' educational functioning level (EFL) as determined by their TABE pre-test. The AE Facilitator will also evaluate the student through a variety of measurement techniques including but not limited to TABE results, HSE practice tests, class participation, one-on-one interaction, and performance in computer based instruction;
6. The AE Facilitator should be aware of different instructional techniques and methodologies, including technology, utilized to teach AE students and be aware of his/her areas or expertise as well as limitations for which the instructional technique must accommodate;
7. The AE Facilitator will attain at least thirty (30) hours of staff/professional development through activities provided by the Mississippi Community College Board, East Central Community College, and other state agencies and organizations. Online options are also available through the Literacy Information and Communication System (LINCS) website and will be approved by the director on a case by case basis. Staff development hours will be recorded in the LACES database;
8. The AE Facilitator will maintain a cumulative record folder for each student containing application information including goals set by student during registration, required LACES paperwork, TABE results, profile sheets, samples of student work, and any other paper work required by the program. Additionally, AE Facilitators will help students prepare and maintain Student Folder with further samples of their work;
9. All AE Facilitators are responsible for participating in HSE graduation ceremonies held at ECCC and attendance at the Adult Education Summer Conference. All first year AE Facilitators MUST attend New Teachers Academy held each summer by the Mississippi Community College Board; and
10. Other duties as assigned.

**APPLICATION DETAILS**

Application Deadline	Monday, July 9, 2018		
Internal Applications	Tuesday, June 19, 2018	-	Monday, June 25, 2018
External Applications	Tuesday, June 19, 2018	-	Monday, July 9, 2018
Interviews Completed By	Friday, July 13, 2018		
Successful Candidate Notified By	Monday, July 16, 2018		

**WHERE TO APPLY**

Submit all required applicant documents by mail/email to:

Julie Rowzee, Director of Human Resources

P. O. Box 129

Decatur, Ms 39327

[jrowzee@eccc.edu](mailto:jrowzee@eccc.edu)

**REQUIRED APPLICANT DOCUMENTS**

Applicants must complete and submit the items listed below on or before the application deadline or they will not be screened/considered for an interview:

1. Cover letter addressing your qualifications for this specific position.
2. Completed ECCC application form (Application form available for download at [www.eccc.edu/employment](http://www.eccc.edu/employment)).
3. Up-to-date transcripts for all college work (Copies of transcripts are acceptable for the application process).
4. Personal resume` .
5. Three (3) letters of reference for this specific position signed by the reference.

*NOTE: Applicants selected to be interviewed for faculty positions will be required to conduct a teaching demonstration.*

**THE COLLEGE**

In 1928, the Legislature of the State of Mississippi adopted the first basic laws for the organization and operation of the Mississippi public junior colleges. East Central Community College (ECCC) opened its doors to a freshman class of 20 students for the first regular session in September of 1928. In March of 1939, ECCC was first accredited by the Southern Association of Colleges and Schools (SACS). The college is currently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award the Associate Degree. Individuals may contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of East Central Community College. Degrees or certificates are granted upon completion of program requirements. ECCC is also a member of the Mississippi Association of Community and Junior Colleges (MACJC) and the American Association of Community Colleges (AACC). Enrollment, including part-time students, exceeds 2,700 students each term. Evening courses and summer programs are offered throughout the five-county support district. The college also operates the Philadelphia-Neshoba County CareerTechnical Center located in Philadelphia, Mississippi. ECCC is supported by five counties located in east central Mississippi: Leake, Neshoba, Newton, Scott, and Winston.

**EEO STATEMENT**

East Central Community College does not discriminate on the basis of race, color, religion, national origin, sex, age, or qualified disability in its educational programs and activities, employment practices, or admissions processes. The following persons have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College: Inquiries regarding compliance with Title VI, ADEA, and Title IX are coordinated by Dr. Teresa Houston, Vice President for Instruction, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, [thouston@eccc.edu](mailto:thouston@eccc.edu). Inquiries regarding compliance with Section 504 and ADA are coordinated by Dr. Randall Lee, Vice President of Student Services, Eddie M. Smith Student Union, Room 201, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6375, Fax: 601-635-3247, [rlee@eccc.edu](mailto:rlee@eccc.edu).

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