

POSITION INFORMATION

Position Title	Adult Education Facilitator (Carthage)
Number of Positions	1
Position Location	Carthage Career Advancement Center
FLSA Type	Exempt
Number of Months	12
Position Classification	Professional Staff
Salary Range	Salary based on the parameters of the grant.
Anticipated Date of Appointment	Open Until Filled

FOR ADDITIONAL INFORMATION

Contact	Freda Thompson
Contact Title	Director of Adult Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6430
Email	arthompson@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

- A minimum of a Bachelor's Degree in Education, or a related field;
- 1 year of teaching experience;
- Demonstrated ability teaching individuals of diverse background and different levels of academic preparation; and
- Excellent interpersonal, written, and oral communication skills

Preferred Qualifications

- Master's Degree in Education preferred Curriculum and Instruction

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. The AE Facilitator will report to the Director of Adult Education/High School Equivalency.

Duties and Responsibilities

1. 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 paperwork, and one-on-one interviews with students for the purpose of setting goals and creating an individualized plan of study for the student;
2. Administer TABE 11/12 to ALL incoming students during their first week of attendance using TABE Online and 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. 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. 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 may be made at the beginning of the program year and HSE completions will be taken into consideration as well;
5. Properly place students in the appropriate class based on the students' educational functioning level (EFL) as determined by their TABE pre-test and 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. 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. 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.
8. 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;
9. 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 paperwork required by the program. Additionally, AE Facilitators will help students prepare and maintain Student Folder with further samples of their work;
10. Participate in HSE graduation ceremonies held at ECCC and attend 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
11. Perform other duties as assigned.

APPLICATION DETAILS

Application Deadline	Open Until Filled
Internal Applications	Open Until Filled
External Applications	Open Until Filled
Interviews Completed By	Open Until Filled
Successful Candidate Notified By	Open Until Filled

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

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).
3. Up-to-date transcripts for all college work from each institution attended. (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. Letters with electronic signatures should be emailed directly to jrowzee@eccc.edu from 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 Career-Technical 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 Mackey, 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, tmackey@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.

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