

POSITION INFORMATION

Position Title	Adult Education Instructional Coordinator
Number of Positions	1
Position Location	Main Campus - Decatur
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 or higher in Education, Adult Education, or related field

General Statement of the Function

The Adult Education (AE) Instructional Coordinator is charged with innovating and maintaining a system of support for new and employed AE Facilitators in adult education. This position will assist with supporting all adult education AE Facilitators – effectively and efficiently - and, in turn, all students; work closely with AE Facilitators in incorporating College and Career Readiness Standards into the design of lessons; work in expanding the interactivity of all teaching methodologies; and will assist in providing guidance to AE Facilitators that zero in on delivering direct instruction with an emphasis on teaching higher order thinking skills. Responsibilities also include planning, directing, and providing professional development and mentoring/training new AE Facilitators in a manner that assures quality results.

Duties and Responsibilities

1. The AE Instructional Coordinator will work with the program director and the Office of Adult education to provide sufficient support for instructional training and professional development.
2. The AE Instructional Coordinator will organize and implement local staff development;
3. The AE Instructional Coordinator will work collaboratively with new AE Facilitators to develop partnerships in sharing knowledge on new and existing projects;
4. The AE Instructional Coordinator will manage, troubleshoot, and provide support for adult education AE Facilitators in the development of strategies to improve instruction, including classroom management techniques, and serve as a resource person for adult education AE facilitators;
5. The AE Instructional Coordinator will assist in the evaluation, selection, distribution, and inventory of textbooks, materials, supplies, software, and equipment. He/she will also be available to assist teachers in the interpretation of administrative directives;
6. The AE Instructional Coordinator will design, create, and maintain lessons adapted for differentiated instruction incorporating College and Career Readiness Standards;
7. The AE Instructional Coordinator will maintain a broad understanding of current and emerging instructional techniques in adult education;
8. The AE Instructional Coordinator will develop user manuals and handbooks for the local program
9. The AE Instructional Coordinator will meet regularly with AE Facilitators either in-office or in the classroom to address any AE Facilitator questions or issues. This position will also assist AE Facilitators on-site as needed;
10. The AE Instructional Coordinator 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; and
11. 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

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 (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. 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, rllee@eccc.edu.

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