

POSITION INFORMATION

Position Title	Career Tech Ed Support Services Coord.
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	9
Position Classification	Support Staff
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 7, 2024

FOR ADDITIONAL INFORMATION

Contact	Cody Spence
Contact Title	Director of Career and Technical Education
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	(601)635-6211
Email	dcsponce@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. Bachelor's Degree in Education with a major or minor in mathematics, English, elementary, adult, special education or vocational education;
2. Have or Obtain 506 Endorsement;
3. Effective oral and written communication skills; and
4. Demonstrated ability to meet deadlines.

Preferred Qualifications

1. Masters Degree in Education or related fields;
2. Excellent technology, written, and oral communication skills;
3. Demonstrated use of Canvas;
4. Post-secondary teaching experience; and
5. Interpersonal skills necessary to work with teams of various college personnel and other internal and external constituencies.

General Statement of the Function

All teaching faculty are to teach classes as assigned, follow the established policies and procedures of the College, and support, encourage, and participate in the appropriate organizations and activities.

Duties and Responsibilities

1. Serve as advisor for students assigned to them as part of the guidance program;
2. Provide faculty representation on college committees as described in the Policies and Procedures Manual as assigned; Participate in college or state level academic/instructional committees as assigned;
3. Participate in professional organizations and other activities that upgrade and contribute to personal growth; Support and encourage the College-sponsored extracurricular activities;
4. Support and participate in the community affairs that contribute to the total well-being of the College, the community, and the individual teacher;
5. Counsel any student who seeks or needs assistance;
6. Assist in maintaining standards of conduct and discipline for the student as set forth by the institution;
7. Keep accurate records of student progress and student class attendance and prepare appropriate reports as needed;
8. Assist in planning, organizing, implementing, evaluating, and reviewing the programs of the College to ensure continuous improvement;
9. Assist in the recruiting and placement of students;
10. Assist in gathering of Perkins data as required by federal standards; and
11. Perform other duties as assigned by appropriate administrative personal.

APPLICATION DETAILS

Application Deadline	Thursday, April 18, 2024
Internal Applications	Wednesday, March 6, 2024 - Monday, March 18, 2024
External Applications	Friday, April 5, 2024 - Thursday, April 18, 2024
Interviews Completed By	Friday, April 26, 2024
Successful Candidate Notified By	Tuesday, April 30, 2024

WHERE TO APPLY

Complete your online employment application and upload all required applicant documents by clicking on this link.

<https://my.eccc.edu/ICS/Employment/>

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 employment application (online application).
3. Final transcripts for highest degree earned. (Copies of transcripts are acceptable for the application process).
4. Personal resume`.

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 offices have been designated to handle inquiries regarding the non-discrimination policies of East Central Community College:

Inquiries regarding compliance with Title VI and ADEA are coordinated by the Executive Vice President, Walter Arno Vincent Administration Building, Room 171, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6202, Fax: 601-635-4011, Email: compliance@eccc.edu.

Inquiries regarding compliance with Title IX and Section 504 are coordinated by the Dean of Student Services, Campus Police Building, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6267, Fax: 601-635-4067, Email: compliance@eccc.edu.

Inquiries regarding compliance with ADA are coordinated by the Director of Student Success, Mamie Ethel Burton Memorial Library, Post Office Box 129, Decatur, MS 39327, Phone: 601-635-6228, Fax: 601-635-2150, Email: compliance@eccc.edu.

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