



# EAST CENTRAL COMMUNITY COLLEGE

Decatur, Mississippi [www.eccc.edu](http://www.eccc.edu)  
POSITION OPENING ANNOUNCEMENT (POA)

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|---|--|--|--|
| <b>Position Available:</b><br>Drafting and Design Technology Instructor | 9 Month  | <b>Position Classification:</b><br><input type="checkbox"/> Administration <input checked="" type="checkbox"/> Faculty<br><input type="checkbox"/> Professional Staff <input type="checkbox"/> Support Staff |  |
| <b>Salary Range:</b><br>Salary Based on Relevant Experience & Education | <b>Anticipated Date of Appointment:</b><br>Open until Filled | <input checked="" type="checkbox"/> Exempt<br><input type="checkbox"/> Non-Exempt  |  |

### Qualifications & Experience:

#### REQUIRED:

- Minimum of AAS in Drafting and Design Technology;
- Three years work experience in the field or related field;
- Demonstrated ability to meet deadlines;
- Interpersonal skills necessary to work with teams of various college personnel and other internal or external constituencies; and
- Effective oral and written communication skills.
- Demonstrated computer skills including experience with technology-based instruction.

#### PREFERRED:

- Five years work experience in the area of Drafting and Design;
- Postsecondary teaching experience.

**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.

### For Further Information On The Position, Contact:

Wayne Eason, Director of Career and Technical Education  
East Central Community College  
Post Office Box 129  
Decatur, MS 39327  
Phone: 601-635-6211  
E-mail: [Email weason@eccc.edu](mailto:weason@eccc.edu)

### 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.**

**Application Deadline:** Open Until Filled

**Internal Applications:** Select Date - Select Date

**External Applications:** Select Date - Select Date

**Interviews Completed By:**

**Successful Candidate Notified:** Open Until Filled

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, [rllee@eccc.edu](mailto:rllee@eccc.edu). \*E-Verify Rev. 3-9-2016

## Job Description

### **TEACHING FACULTY - CAREER & TECHNICAL EDUCATION**

**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 appropriate organizations and activities.

#### **Duties and Responsibilities:**

1. Conduct themselves and their family affairs to always bring credit to the College and to the community;
2. Serve as advisor for students assigned to them as a part of the guidance program;
3. Provide faculty representation on college committees as described in the *Policies and Procedures Manual* as assigned;
4. Participate in college or state level academic/instructional committees as assigned;
5. Participate in professional organizations and other activities that upgrade and contribute to professional growth;
6. Support and encourage the College-sponsored extracurricular activities;
7. Support and participate in the community affairs that contribute to the total well-being of the College, the community, and the individual teacher;
8. Counsel any student who seeks or needs assistance;
9. Assist in maintaining standards of conduct and discipline for the student as set forth by the institution;
10. Follow established policies and procedures of the institution to enhance instruction, facilitate administration, and to bring about student well-being;
11. Teach effectively all students so that each student may have an opportunity to achieve the objectives of each course and goals of the College at large and to become a more complete, useful and productive citizen;
12. Keep accurate records of student progress and student class attendance and prepare appropriate reports as needed;
13. Assist in planning, organizing, implementing, evaluating, and reviewing the programs of the College to ensure continuous improvement;
14. Submit budget requests during the budget revision process;
15. Submit purchase orders for materials, supplies, and equipment as needed;
16. Maintain appropriate office hours as required by College policy;
17. Attend all scheduled faculty meetings and division/ departmental meetings;
18. Assist with student orientation and registration on the scheduled dates during the summer months;
19. Assist in the recruiting and placement of students;
20. Be responsible for initiating and organizing craft committee meetings;
21. Be responsible for program equipment maintenance and equipment transfer and disposal; and
22. Perform other duties as assigned by appropriate administrative personnel.