

POSITION INFORMATION

Position Title	English Instructor
Number of Positions	1
Position Location	Main Campus - Decatur
FLSA Type	Exempt
Number of Months	9
Position Classification	Faculty
Salary Range	Salary based on relevant experience and education.
Anticipated Date of Appointment	Monday, August 6, 2018

FOR ADDITIONAL INFORMATION

Contact	Ms. Carol Shackelford
Contact Title	Division Chair of Communications
Address	East Central Community College, P.O. Box 129, Decatur, MS 39327
Phone	6016356365
Email	cshackelford@eccc.edu

POSITION SUMMARY INFORMATION

Required Qualifications

1. Master’s degree in English or a master’s degree with 18 graduate semester hours in English;
2. Commitment to and understanding of the community college mission;
3. Experience in following a curriculum;
4. Demonstrated ability to meet deadlines;
5. Demonstrated ability to be a team-player;
6. Effective oral and written communication skills;
7. Experience in teaching English courses;
8. Experience in advising students;
9. Demonstrated computer skills; and
10. Successful teaching experience

Preferred Qualifications

1. Post-secondary teaching experience;
2. Experience with technology-based instruction;
3. Experience in tutoring students; and
4. Knowledge of FERPA

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. Classroom instructors report to the appropriate director or division chairperson.

Duties and Responsibilities

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

- 19. Conduct business and personal matters so as to always bring credit to the College and to the community; and
- 20. Perform other duties as assigned by appropriate administrative personnel.

APPLICATION DETAILS

Application Deadline	Tuesday, June 19, 2018	
Internal Applications	Tuesday, May 29, 2018	- Monday, June 4, 2018
External Applications	Wednesday, June 6, 2018	- Tuesday, June 19, 2018
Interviews Completed By	Friday, June 22, 2018	
Successful Candidate Notified By	Friday, June 29, 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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