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# Southeastern Community College

# **EMPLOYMENT OPPORTUNITY**

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## **Basic Skills Instructor at Tabor Correctional Institute**

**(Typical work schedule: Monday-Friday, 8:00 a.m.-3:00 p.m.)**

Founded in 1964, Southeastern Community College (SCC) is a public, two-year comprehensive community college. With its "open-door" policy, SCC strives to meet the needs of students with varying backgrounds, resources, interests, abilities, and career goals. More than 30 occupational and liberal arts curriculum programs are offered by the college, which serves an annual full-time equivalent enrollment of approximately 2,000 students in curriculum and continuing education programs. SCC emphasizes quality in designing and delivering instructional, support, and community services. The college commits itself to providing students with opportunities to reach their potential.

SCC continuously involves all faculty and staff in setting and implementing college goals. All faculty and staff serve in advisory roles wherever their skills are needed. Members of the college community have a commitment to free and open communication based on mutual trust and respect. Also, employees are expected to participate in continued professional growth experiences.

The SCC college campus is located on Hwy. 74-76 between Whiteville and Chadbourn in southeastern North Carolina. SCC is an hour's drive from historic Wilmington and South Carolina's Grand Strand beaches. Serving Columbus County and surrounding areas, the college enjoys exceptional local financial and moral support from a community which expresses great pride in the institution. Major industries in the county are agriculture, paper manufacturing, lumber production, and chemical manufacturing.

### **Minimum Requirements for the Position**

1. A bachelor's degree from a regionally accredited institution is required.
2. Experience in various types of instructional delivery methods including individualized, small groups and computerized instruction.
3. Desire and ability to teach in a prison environment.
4. Demonstrated ability to counsel adult students.
5. Knowledge of and ability to incorporate contextualized and workforce learning strategies into Adult Basic Education (ABE) and High School Equivalency Diploma (HSED) curricula
6. Commitment to being a "team player".
7. Willingness to participate in professional development activities.
8. Willingness to carry out institutional effectiveness activities and participate in the life of the college.
9. Commitment to the community college "open door" philosophy and the comprehensive community college concept.

### **Preferred Requirements for the Position**

1. A bachelor's degree in education from a regionally accredited institution.
2. Knowledge of and experience in ABE and HSED
3. Experience teaching/working in a prison institution.

### **Purpose and Function of the Position**

Under the general supervision of the Facilitator of Inmate Education and Director of Public Safety Training & Prison Education, the Basic Skills Instructor is responsible for providing quality instruction in SCC's Adult Basic Education (ABE) and High School Equivalency Diploma (HSED) classes at Tabor Correctional Institution. Instructors assume primary responsibility for various activities in the Basic Skills Program. To carry out these activities, an instructor will perform the following functions.

1. Provide quality, rigorous, caring instruction using innovative creative teaching techniques designed to motivate students.
2. Administer and grade appropriate student assessments as required by NCCCS and SCC such as CASAS, TABE Survey and HSED Practice Test to new, continuing, and returning students
3. Accurately complete all registration and follow-up materials
4. Teach adults functioning at grades 0-12
5. Develop individual education plans for all students
6. Submit end of semester materials in a timely fashion
7. Inventory, receive and stock supplies and materials in Basic Skills Classroom
8. Maintain discipline and order in Basic Skills Classroom at all times
9. Counsel with students about educational goals and goal completion on a regular basis
10. Assist in planning and evaluation of Basic Skills Program
11. Develop innovative teaching methods
12. Adhere to SCC policies and procedures
13. Adhere to Tabor Correctional Institution policies and procedures applicable to college instructors located at the facility
14. Participate in professional development activities
15. Perform any other duties as deemed necessary by the Facilitator of Prison Education, Director of Public Safety Training & Prison Education and/or VP of Workforce and Community Development.

Excellent references from previous employers must be furnished upon request. Position is to be filled no later than December 1, 2017.

**A completed Southeastern Community College application form, a resume, and undergraduate and graduate transcripts (unofficial copies of transcripts will be sufficient for the screening process, but official copies must be submitted prior to employment) must be submitted to the college Human Resources Office in order for applicants to be considered for this position. Deadline for receipt of applications is 5:00 pm on Wednesday, November 1, 2017. Applications received after this date may not be considered.**

Applicants should send all documents and inquiries to the Human Resources Office, Southeastern Community College, and P.O. Box 151, Whiteville, NC 28472.