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# Southeastern Community College

# EMPLOYMENT OPPORTUNITY

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## Basic Skills Instructor

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. Bachelor's degree from a regionally accredited institution
2. Knowledge of Adult Basic Education (ABE), Adult Secondary Education (ASE), and/or English Language Acquisition (ELL) programs
3. Experience in various types of instructional delivery methods including individualized, small groups and computerized instruction
4. Demonstrated ability to counsel adult students
5. Knowledge of and ability to incorporate contextualized and workforce learning strategies into ABE/ASE/ELL curricula
6. Commitment to being a "team player"
7. Willingness to teach in the day, evening, or on Saturday and at unconventional times as necessary
8. Willingness to participate in professional development activities
9. Willingness to participate in community service events
10. Willingness to carry out institutional effectiveness activities and participate in the life of the college (e.g., serve on committees, participate in activities)
11. Commitment to the community college "open door" philosophy and the comprehensive community college concept

### Preferred Requirements

1. Bachelor's degree in education from a regionally accredited institution.
2. Experience in Adult Basic Education (ABE), Adult Secondary Education (ASE), and/or English Language Acquisition (ELL) programs

(Continued from the reverse side)

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

Under the general supervision of the Basic Skills Program Coordinator, the Basic Skills Instructor is responsible for providing quality instruction in SCC's Adult Basic Education, Adult Secondary Education, English Language Acquisition Programs and other college related courses/programs offered in the college's Basic Skills Lab (primarily) and off-campus class location (when necessary). Different instructors will assume primary responsibility for various activities in the Basic Skills Program. To carry out these activities, instructors will perform the following functions.

1. Provide quality, rigorous, caring instruction using innovative creative teaching techniques designed to motivate students in a managed enrollment setting
2. Administer and grade appropriate student assessments as required by NCCCS and SCC such as CASAS, TABE Survey and 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 for Basic Skills Program
8. Maintain discipline and order in Basic Skills Lab at all times
9. Counsel with students about educational goals and goal completion on a regular basis
10. Assist with recruiting and retention efforts of the Basic Skills Program
11. Assist in planning and evaluation of Basic Skills Program
12. Assist in identification of qualified part-time Basic Skills instructors
13. Provide assistance and guidance to off-campus instructors
14. Develop innovative teaching methods
15. Maintain accurate web attendance records
16. Provide contextualized instruction to include technology and job employability skills
17. Adhere to policies and procedures of Basic Skills Program
18. Participate in professional development activities
19. Perform any other duties as deemed necessary by the coordinator of basic skills, dean and vice president of Workforce & Community Development Division.

Excellent references from previous employers must be furnished upon request. Salary is dependent upon qualifications, experience, and labor market. Position is to be filled no later than December 15, 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 Friday, November 17, 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.

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