

Jefferson Davis Community College

POSITION VACANCY ANNOUNCEMENT

- POSITION:** Workforce Plumbing Trainer (Fountain Correctional Site)
- DESCRIPTION OF COLLEGE:** Jefferson Davis Community College is a public comprehensive community college located in Brewton and Atmore, Alabama.
- QUALIFICATIONS:**
- REQUIRED**
- A minimum of three years' full-time experience as practitioner in plumbing is required.
 - Effective oral and written communication skills are required.
 - Approval to work in correctional setting is required.
- PREFERRED**
- An associate degree or equivalent (at least 60 semester hours in a planned program including associate degree core) with specialized coursework equivalent to the community or technical college program is preferred.
 - Teaching experience is preferred.
- DESIRED PROFILE:** Preference will be given to candidates who can demonstrate through their experiences and accomplishments:
1. Understanding of and commitment to the philosophy and mission of a comprehensive community college including adult education.
 2. Comprehensive, current knowledge of discipline that will aid in appropriate and effective teaching.
 3. An understanding of the contributions of traditionally under-represented individuals to the discipline.
 4. Commitment to continual and varied professional development activities to enhance quality teaching.
 5. Respect for students of different genders, religions, ethnic backgrounds, abilities, opinions, and styles of learning, living, and working.
 6. Use of student feedback to improve teaching.
 7. Understanding of the importance of teaching critical thinking skills.
 8. A willingness to remain current in the workplace needs of the community and develop curriculum that supports these needs.
- DESCRIPTION:** The trainer will adhere to the general guidelines as specified by the *Jefferson Davis Community College Policy and Procedures Manual* and the Alabama State Board of Education. Duties will include:
- to plan, organize, and instruct plumbing courses as assigned;
 - to keep active at a high level of expertise in the plumbing courses taught and stimulate enthusiasm for plumbing courses;
 - to ensure that each program/class contains essential curricular components, has appropriate content and pedagogy, and maintains currency;
 - to keep students informed and updated concerning course content, requirements, evaluation procedures and attendance requirements;
 - to keep students informed about their progress through the prompt grading of papers and other work;
 - to maintain accurate student information including complete scholastic and attendance records and updated information;
 - to submit separation forms, and other documentation when appropriate;
 - to organize each course taught into an effective instrument of learning;
 - to incorporate instructional technologies in instructional delivery;

- to maximize the learning opportunities for each student;
- to work cooperatively with all faculty and staff;
- to submit required reports to the appropriate college personnel; and
- to attend all faculty meetings, college assemblies, professional development and orientation activities, and other meetings as called by the Division Chair for Technical Education, President, or Dean of Instruction.

SALARY: Local Salary Schedule based on experience and credentials.

APPLICATION PROCEDURE: Applicants must meet the minimum qualifications and must submit a completed application packet by the deadline date in order to be considered for this position. An application packet consists of :

- Current resume
- A completed JDCC application
- College transcripts (if applicable)
- Three **current** letters of recommendation, **one from a current or former supervisor which verifies work experience**

Send application packet to:

Office of Administration and Personnel
 Jefferson Davis Community College
 P. O. Box 958
 Brewton, AL 36427-0958

APPLICATION CLOSING DATE: **September 20, 2010**

ANTICIPATED STARTING DATE: **October 1, 2010**

OTHER INFORMATION: Jefferson Davis Community College is an equal opportunity employer. It is the official policy of the Alabama State Board of Education and Jefferson Davis Community College that no person shall on the grounds of race, color, disability, sex, religion, creed, national origin, or age, be excluded from participation in, be denied the benefit of, or be submitted to discrimination under any program, activity, or employment. Jefferson Davis Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to awarding.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the background check.

Jefferson Davis Community College Application for Employment Form is available from:

Office of Administration and Personnel
 Jefferson Davis Community College
 P. O. Box 958
 Brewton, AL 36427
 Phone: (251) 809-1530
 and on the JDCC web page at:
www.jdcc.edu