

# Jefferson Davis Community College

## POSITION VACANCY ANNOUNCEMENT

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- POSITION:** Workforce Construction Trainer (Holman Correctional Site)
- DESCRIPTION OF COLLEGE:** Jefferson Davis Community College is a public comprehensive community college with campuses located in Brewton and Atmore, as well as instructional sites at Holman Correction Center and Fountain Correctional Center.
- QUALIFICATIONS:**
- An associate degree or equivalent (at least 60 semester hours in a planned program including associate degree core) from a regionally accredited institution with specialized coursework equivalent to the community or technical college program is required.
  - A minimum of three years' full-time experience as practitioner in home construction is required.
  - Effective oral and written communication skills are required.
  - Approval to work in correctional setting is required.
  - Teaching experience is preferred.
  - Experience in all facets of home construction, including cabinetmaking, sheet rocking, plumbing, wiring, framing, and carpentry, 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 construction courses as assigned;
  - to keep active at a high level of expertise in the construction courses taught and stimulate enthusiasm for construction 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 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.  
Anticipated Salary Range for 12 months is \$45,041 to \$53,782

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

- Resume
- A completed JDCC application
- College transcripts
- **Three current, signed letters of recommendation, one from a current or former supervisor which verifies work experience** (Electronic signatures are not accepted.)

**Send application packet to:**

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

**Faxed and emailed packets will not be accepted.**

**APPLICATION CLOSING DATE:** **Application packets must be received by April 19, 2012.**

**ANTICIPATED STARTING DATE:** As soon after closing as possible after selection.

**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) 867-4832  
and on the JDCC web page at:

[www.jdcc.edu](http://www.jdcc.edu)