



# BEVILL STATE COMMUNITY COLLEGE

1411 Indiana Avenue Jasper, AL 35501  
205-387-0511

## POSITION ANNOUNCEMENT

Posting date December 11, 2017

Closing date January 8, 2018

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**POSITION #718: Director of Adult Education (College-wide, Base Campus – Jasper)**

**APPROXIMATE STARTING DATE: January, 2018**

### **GENERAL INFORMATION:**

Bevill State Community College is an accredited comprehensive learning-centered institution dedicated to providing quality educational opportunities and services that enrich lives intellectually, culturally, and economically. In fulfillment of this mission, the college offers academic and technical programs and activities. The college serves a population that is diverse in age and race as well as in economic and educational backgrounds.

**QUALIFICATIONS:** Rank 1/Class A Certification in Adult Education or Master's degree in related field from a regionally accredited institution. Five years demonstrated experience in a successful Higher Education related leadership role is required. Three years of demonstrated supervision of full-time employees is required. Two years of successful writing and editing grants and reports is required. Experience with budget preparation and oversight is required. Experience at the Community College level is preferred. Experience in supporting the needs of adult learners is preferred.

**DUTIES:** In addition to adhering to the guidelines as specified by *Bevill State Community College Personnel Handbook* and the Alabama Community College System, duties will include, but are not limited to, the following:

1. Supervise personnel and coordinate activities of the Adult Education Program.
2. Work with all stakeholders to formulate policies and develop plans that clearly convey the mission and philosophy of adult education and family literacy programs.
3. Develop measurable program goals and objectives in conjunction with the respective Local Area Coordinators.
4. Integrate human and physical resources to continually improve local program and Program performance.
5. Recruit, interview, select, supervise, and evaluate local program staff.
6. Assist in the preparation of the annual report addressing the amount of non-Federal funds, in cash or in-kind, contributed to her/his local adult education program during the previous fiscal year.
7. Implement a process to inform all males age 18-25 of the requirement to register for the draft with the U.S. Selective Service System in accordance with Department of Education directives.
8. Maintain working partnerships with providers of support services and with the larger literacy community.
9. Annually assess the literacy needs of adults within the service delivery area.
10. Assess adult learners' satisfaction with her/his local program quarterly.
11. Develop a quality instructional program based on sound assessment and teaching/learning principles.
12. Direct her/his local and Program-wide professional development program providing pre- and in-service training sessions quarterly.
13. Provide for the maintenance and safe keeping of all state and federally mandated records and reports.
14. Develop a recruitment plan that informs the target population of program services and attracts prospective adult learners.
15. Develop an intake and orientation process that clarifies student and program goals and expectations, and ensures appropriate placement in the program.
16. Develop and implement a program retention plan based on learning outcomes.
17. Maintain program database to report participant outcomes and to monitor program performance against the Adult Education and Family Literacy Act's core performance measures and the Alabama Community College System additional performance measures.
18. Coordinate the development of written policies and procedures for the Adult Education Program.
19. Maintain monthly timesheets for each Adult Education program employee.
20. Communicate Adult Education classes throughout the college service area.
21. Perform other duties as assigned.

**SALARY RANGE:** Minimum \$57,175 maximum \$76,064 based on experience and educational level for placement on the BSCC Salary Schedule C3 02.

### **APPLICATION PROCEDURES:**

Bevill State Community College employment applications are available from the following address or visit our website at [www.bscc.edu](http://www.bscc.edu) and click on "About" and then "Employment Opportunities". All applications should be mailed to:

Office of Human Resources  
Bevill State Community College  
1411 Indiana Avenue  
Jasper, AL 35501

**OR**

Email in a .pdf format to:  
[Employment@bscc.edu](mailto:Employment@bscc.edu)

**APPLICATION DEADLINE:**

All application material **for this position** must be submitted as a **new complete packet** and will become the property of the College. Transcripts **MUST** be submitted with every application for employment.

Completed applications must be received by 3: 00 pm, January 8, 2018 to ensure full consideration. Finalists will be interviewed at the candidate's expense. A complete application file consists of:

- A completed Bevill State Community College Application.
- Three **current** and **signed**, and **dated** letters of reference (no older than one year no computer generated signature)
- A signed and dated letter of interest with reference to the **position number** found on the position announcement.
- Complete transcripts from **every** institution from which **any** collegiate credit has been earned. Transcripts **must** include conferred or awarded date.
- A resume.
- **No staples or paper clips**

**It is the sole responsibility of the applicant to ensure his or her application packet is complete.**

**Before an offer of employment can be made to the selected candidate, the College will require written verification (on letterhead and signed by an appropriate authority) from current and previous employers confirming the required level of experience as stated in the "Qualifications" section.**

**In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee of \$17.40 (additional charges may apply) for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Bevill State Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.**

Bevill State Community College is an equal opportunity employer. It is the policy of the Alabama Community College Systems, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Bevill State Community College will make reasonable accommodations for qualified disabled applicants or employees. If you have a disability and may require accommodations, please notify us at 205-387-0511 Ext. 5784. The College reserves the right to withdraw this job announcement at any time prior to the awarding.

**Please note that Bevill State Community College hours are 7:30 to 5:30 Monday-Thursday and 7:30 to 11:30 on Friday. We will be closed December 21, 2017 to January 2, 2018**