



REID STATE TECHNICAL COLLEGE

"The College That Works"

Director of Instructional Services/Career Technical Education Instructor (posted November 1, 2021)

Position: Director of Instructional Services/Career Technical Education Instructor

Qualifications

1. Master's degree required or a bachelor's degree in Career Technical Education or related field from a regionally accredited institution required or related field with 5 years' experience.
2. A minimum of three (3) years of successful full-time work experience in the field required.
3. Teaching experience preferred.

Duties & Responsibilities

1. Demonstrate effective leadership and advanced communication skills.
2. Provide leadership and overall supervision of all instructional programs consistent with the vision statement, the statement of purpose, and the institutional goals and objectives of the College and the Alabama Community College System.
3. Provide leadership in sustaining the orderly growth, development, and continuous improvement of the academic curriculum.
4. Provide leadership with the planning and evaluation of instructional and non-instructional units.
5. Identify and evaluate the technological needs of the academic division.
6. Establish and support a viable dual-enrollment program with area high schools.
7. Promote academic integrity and create an effective teaching and learning environment.
8. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned.
9. Submit to the immediate supervisor a course syllabus for each course taught every semester.
10. Provide classroom and laboratory instruction in accordance with approved course outlines.
11. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
12. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
13. Perform other duties as assigned by the President.

Salary Commensurate with education and experience according to ACCS Board of Trustees Salary Schedule C3.

Anticipated Employment Period – January 3, 2022

Application Deadline – November 15, 2021

Application Procedure

To be considered for an interview, (only complete application packages will be given consideration for employment, incomplete application packets will eliminate the possibility of an interview). The applicant must submit the following:

- A completed official College employment application
- A current resume
- Copy of unofficial or official transcripts. (Transcripts must confirm applicant meets educational requirements.)
- Employer verification of work experience, must be on company letterhead or form, signed by company administrator.

Send to:

Reid State Technical College
Office of Human Resources
P O Box 588
Evergreen, AL 36401

Additional Information

Applicants must meet the minimum qualifications as indicated on this vacancy notice and must submit a completed application packet in order to be considered for this position. Complete application files must be received no later than the application deadline. Applicants who fail to submit all required information will be disqualified. Only applications received during the period of this announcement will be considered. Applicants must travel at their own expenses. Finalist will be required to provide official transcripts that are mailed directly to the Office of Human Resources at Reid State Technical College from the institution(s) granting the credits.

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 for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Reid State Technical 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.

Reid State Technical College is an Equal Opportunity Employer. It is the policy of the Alabama Community College System, 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. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

The College reserves the right to withdraw this job announcement at any time prior to the awarding.