

# MISSISSIPPI COMMUNITY COLLEGE BOARD

## Job Announcement

**Department:** Programs, Adult Education

**Position Title:** INSTRUCTIONAL SPECIALIST FOR ADULT EDUCATION

**Salary:** Commensurate with education, training, and experience

**Position Classification:** Full-Time, Grant-Funded, Time-Limited

**Final Application Date:** November 4, 2020

## Characteristics of Work:

The **Instructional Specialist for Adult Education** will provide face-to-face or online instruction and/or training for adult education, core and strategic partner agencies statewide. This position will assist in providing training for the Smart Start Pathway Course, and will be responsible for the design and facilitation of the new statewide online delivery model for High School Equivalency (HSE) courses. The employee will be responsible for providing training via multiple distance learning platforms such as Zoom, WebEx, Google Classroom, Canvas, etc. that will be broadcasted across the state and meets the rigor of College and Career Readiness Standards and also aligns to HSE assessments.

In addition, this position will provide guidance and support to local adult education programs to enable continuous educational opportunities via distance learning in the event we are not able to meet face-to-face due to pandemics like COVID, and to those who are not able to participate in classes due to childcare, transportation or other personal situations that hinder retention and success. The employee will report to the Assistant Director of Adult Education for Professional Development and Training.

## Examples of Work:

The following examples are intended only as illustrations of the various tasks performed by the incumbent in this position. These examples are not meant to be exhaustive; they are representative of the general functions of this position.

1. Provide face-to-face or online instruction and/or training for local adult education programs, and core/strategic partners.
2. Support the design and delivery of interactive instruction for local adult education programs across the state through various distance learning platforms.
3. Assist in providing Smart Start Pathway Course training to adult education programs and core/strategic partners.
4. Create and develop curricula which aligns to College and Career Readiness Standards and HSE assessments for adult education.
5. Create an online HSE delivery model for adult education coursework.
6. Provide professional development for adult education instructors, staff and administrators in the implementation of the HSE platform.
7. Assist in monitoring student and program performance data for reporting and compliance purposes and collect, analyze, and present data for program and statewide performance improvement.

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8. Participates in trainings, seminars, and other educational or businesses conferences.
9. Represents MCCB in professional attire, demeanor, and daily responsibilities.
10. Manages responsibilities as a member of the MCCB team(s) and performs other duties as assigned.

### Minimum Requirements:

- Bachelor's Degree, Master's preferred.
- At least 5-years of experience in adult education.
- Experienced and competent in the development and design of online curriculum for education and training and the implementation of online instructional format, e.g. Canvas, Zoom, WebEX, Google Classroom.
- Experience developing and delivering professional development/training.
- Excellent written and verbal communication skills.
- Proficiency in Microsoft Office, including WORD, Excel and PowerPoint.
- Candidate must work well under pressure with the ability to prioritize and plan work activities to meet multiple deadlines, manage time effectively, and work collaboratively and independently to achieve stated goals.

### Substitution Statement:

Graduation from a standard bachelor's degree program of directly related education and two years directly related experience may be substituted on an equal basis.

**Additional Comments:** This is a grant-funded position.

### Submit Applications Packets To:

Cynthia Jiles

Director of Human Resources

Email Address: [HR@mccb.edu](mailto:HR@mccb.edu)

Physical Address: MS Community College Board

3825 Ridgewood Road

Jackson, MS 39211

Phone: 601-432-6524

Fax: 601-432-6375

**Application Procedure:** To be considered, interested applicants must submit a **complete** application file to include:

1. *Mississippi Community College Board* application (available here: <http://www.mccb.edu/pdfs/fn/MCCBemploymentapplication.pdf>);
2. Cover letter
3. Resume/Vitae
4. College transcripts
5. Three letters of reference written for this *specific* position.

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