

MISSISSIPPI COMMUNITY COLLEGE BOARD POSITION VACANCY

POSITION TITLE: Instructional Specialist for Adult Education

Salary: Commensurate with education, training and experience

Position Classification: Full-Time, Grant-Funded

Final Application Date: September 24, 2021

Location: Jackson, MS

CHARACTERISTICS OF WORK:

The **Instructional Specialist for Adult Education** will assist with coordinating the statewide online HSE initiative, eDULT Online, as well as assisting with various professional development projects and initiatives. The employee will report to the Assistant Director of Adult Education for Professional Development and Training and will be responsible for aiding in the further expansion and development of eDULT Online courses and providing relevant face-to-face or online instruction and/or training for adult education, core and strategic partner agencies statewide. Additionally, this position will be responsible for coordinating the online instructor team and students, as well as coaching and facilitating online classes.

The employee will be responsible for staying current on distance learning trends and take part in the development and implementation of a distance learning training and coaching model. The instructional specialist will take part in 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 high school equivalency (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 programs are not able to meet face-to face due to changing circumstances to promote retention and success in adult education programs.

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 furthering the design and delivery of eDULT Online initiative, including, building out further course work and embedding the Smart Start Pathways within the framework.
3. Create and develop curricula which aligns to College and Career Readiness Standards and HSE assessments for adult education.
4. Provide professional development for adult education instructors, staff and administrators on the implementation of eDULT Online and relevant distance learning initiatives.
5. 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.
6. Participates in training, seminars, and other educational or business conferences.
7. Represents MCCB in professional attire, demeanor, and daily responsibilities
8. 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;
- Experience and competency in the development and design of online curriculum for education and training and the implementation of online instructional format, e.g. Canvas, Zoom, etc.;
- Proficient in Microsoft Office Suite, including Word, Excel, and PowerPoint;
- Experience developing and delivering professional development/training;
- Excellent written and verbal communication skills;

- Must display evidence of exceptional problem solving and critical and creative thinking skills;
- 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.

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.

Submit Application Packets to:

Cynthia Jiles, Director of Human Resources
Mississippi Community College Board
3825 Ridgewood Road
Jackson, MS 39211

Email: cjiles@mccb.edu

Phone: 601.432.6524

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