



## **NOTICE OF VACANCY**

### **Adult Education Instructor**

**REPORTS TO:** Director of Adult Education

**DESCRIPTION OF POSITION:** At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Adult Education Instructor will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

The Adult Education Instructor, acting under and in conjunction with the Dean of Career-Technical & Adult Education as well as the Adult Education Coordinator will have the responsibility of teaching Adult Education, HSE Preparation, and/or English for Speakers of Other Languages.

More specifically, the Adult Education Instructor is responsible for but not limited to the following:

### **DUTIES AND RESPONSIBILITIES**

- Administers and interprets appropriate placement and diagnostic tests
- Advocates adult education at the local and state level and explains the impact of under-education on employment and society
- Applies research-based instructional practices that incorporate the use of computers and other technologies
- Assesses adult education needs and promotes program in community
- Assesses personal strengths and weaknesses as a basis for developing a professional development plan
- Collaborates with colleagues to develop and evaluate curriculum and materials aligned with CCRS
- Collects and manages accurate data for program improvement and accountability
- Customizes and develops workplace education curriculum and lesson plans that facilitate transition from the classroom to the job based on the workforce goals and expected training outcomes
- Facilitates the transfer of learned skills from the classroom to the job
- Integrates work, family, and community related activities into instruction
- Is knowledgeable of reading, writing, and/or math instructional strategies
- Maintains knowledge of program guidelines, regulations, policies, and procedures
- Maintains student records
- Makes referrals to community agencies or postsecondary institutions as appropriate
- Participates in additional professional growth opportunities to support student achievement
- Participates in required professional development activities
- Participates in the retention and follow-up of students
- Plans learning experiences that are interactive and relevant to the specific workplace environment
- Promotes use of community resources and participates in activities of other community agencies

## **DUTIES AND RESPONSIBILITIES (cont.)**

- Provides continuous feedback and adjusts instruction to maximize student learning
- Provides instruction in literacy; adult education; HSE test preparation; English language acquisition; family literacy; integrated English literacy and civics education; workforce preparation; integrated education and training, including career pathways; and workplace education, including National Career Readiness Certificate and Smart Start Pathway instruction
- Recruits students and matches them with instructional staff
- Supervises and monitors academic assistants
- Uses formal and informal assessment data to monitor and document student progress
- Uses instructional strategies, learning practices, and tools appropriate to the needs of the student
- Uses lesson plans that integrate instruction across content areas
- Uses technology resources to engage in ongoing professional development and lifelong learning
- Performs all other duties as assigned.

## **MANDATORY QUALIFICATIONS**

- Bachelor's degree (Education, Adult Education, or related field preferred)
- Applicant must pass the Mississippi Adult Education competency test

## **DESIRABLE QUALIFICATIONS**

- Degree in Education, Adult Education, or related field
- Experience in the Workforce Education Subgrant System (WESS) and Literacy, Adult and Community Education System (LACES) reporting systems as well as being familiar with the Mississippi Community College, Board Office of Adult Education Program guidelines.

## **KNOWLEDGE AND SKILLS REQUIRED**

- Excellent skills in the areas of written and oral communication; interpersonal relationships; organization; critical thinking and problem solving.
- Track expenditures, reconcile accounts, and produce regular financial reports for internal stakeholders and external funders.
- Strong organizational skills for managing multiple grants simultaneously
- Knowledge of community college, adult education, and community resources.
- Verifiable advanced computer skills (Excel, Word, PowerPoint, Internet, etc.)
- Experience with tracking outcomes and/or writing reports
- Must work collaboratively with college staff and administrators
- Must be able to work strategically to prioritize tasks and meet deadlines
- Must display professional behavior and appearance at all times

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## PHYSICAL DEMANDS (cont.)

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position requires some travel and working some evenings and weekends.

## WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

## TERMS OF EMPLOYMENT

This is a Full-time, 12-months, Exempt, and Other Instruction (OI) position

## SALARY

The salary will commensurate with education and experience.

## APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

1. MDCC Employment Application Form (**online only**)
2. **Unofficial** College Transcript(s)
3. Current Resume
4. Valid Driver's License
5. Authority to Release Information Form/ Consent Form

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts **are required upon hire** and may be sent directly from the university/college electronically to [humanresources@msdelta.edu](mailto:humanresources@msdelta.edu) or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

## DEADLINE

**Internal/External– September 24, 2025 at 5:00 p.m.**

*Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6309; [EEOC@msdelta.edu](mailto:EEOC@msdelta.edu).*