



ADULT LITERACY GED INSTRUCTOR POSITION ANNOUNCEMENT

Butler County Community College is currently accepting applications for the position of GED Instructor for the Adult Literacy Program. This is a temporary grant funded part-time position that will begin immediately. This position is contingent upon grant funds and will exist as long as grant funds are available to support this position.

BC3 is nestled in the rolling hills of Western Pennsylvania and only 45 minutes from the cultural life of Pittsburgh. BC3 is a vibrant comprehensive community college serving eight (8) counties with six (6) locations and nearly 4,000 credit students. Built on the former Oak Hills Golf Course and a farm, BC3 has a beautiful main campus on 329 wooded acres with a central Oak Grove. BC3 employs approximately 1,250 full- and part-time employees.

BC3 has 55 career and transfer programs, with unique programs such as Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, Park and Recreation Management, and Criminology. BC3 offers over 100 courses in online and distance education.

In addition to degree programs, BC3 has a public safety training facility at its main campus that serves 15,000 students annually for business training, industrial safety training, and public safety – fire, EMS, Hazmat, and police training. The impact of BC3 as an economic engine bolsters the regional economy and continues to contribute substantially to the regional workforce.

With a focus on student success, faculty, and staff describe BC3 as a special place with a caring and collegial atmosphere that is unusual in today's higher education landscape.

BC3 was named the #1 community college in Pennsylvania by Schools.com. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Grants Director for Adult Literacy, the GED Instructor is responsible for a minimum of 75 hours and maximum of 150 hours of instruction to transition adult basic education learners' to successful GED completion.

Instructor will be responsible for maximizing student retention by maintaining awareness of best practices in the field, using data in practice, and optimizing use of technology. Mandatory 25 hours of on-line Adult Education Overview, additional prep time, plus a minimum of 27 hours of staff meetings professional development requirement will complete the initial contract. In addition, this position works in a team-oriented environment with other Adult Literacy technical and professional staff within the department to support student success and to help develop improved math, reading and writing skills toward GED, post-secondary and workplace success.

A Bachelor's Degree from an accredited institution required. Applicants will be required to obtain F.B.I. clearances, Criminal Background Check, PA Child Abuse History; before being hired. A Master's Degree in education, reading, math, special education or related field with distance education experience and valid a teaching certificate is preferred. Experience and knowledge of assessments, multi-level classrooms, and computer assisted learning is preferred.

Review of applications will begin immediately. Interested candidates should complete the employment application, and submit along with a letter of application, current resume, copy of college/university transcript(s), and names, addresses, and telephone numbers of three professional references. Incomplete application packets and/or any materials regarding this position that is received after the application deadline or closing of the search will not be

considered. Any materials submitted will be the property of the College. A separate application must be completed for each position for which you are applying. Electronic and faxed documents are not acceptable. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in his/her personnel file located in the Human Resources Office may be copied and attached to his/her application packet by the application deadline. Requests to copy transcripts received after the deadline will be denied. If you have any questions, please contact the Human Resources Office for more information.

Send to: Ms. Linda M. Dodd
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002

Butler County Community College is an equal opportunity, affirmative action employer.