



**SAT PREPARATION INSTRUCTOR
POSITION ANNOUNCEMENT**

Butler County Community College is currently accepting applications for the temporary part-time position of SAT Preparation Instructor for non-credit, Lifelong Learning. Reporting to the Director of Lifelong Learning, the SAT Preparation Instructor would instruct SAT Prep classes on BC3 Main Campus each semester (depending on enrollment). Applicants should possess a Bachelor of Science in Education as well as a valid PA teaching certificate. Applicants should also be able to teach Writing and Reading skills as well as Algebra, Geometry and Mathematics. Applicants will be required to obtain F.B.I. clearances, Criminal Background Check, PA Child Abuse History; before being hired. All PA clearances should be current. The ability to communicate well and teach a variety of subject matters is essential. 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.