



ADULT BASIC EDUCATION INSTRUCTOR POSITION ANNOUNCEMENT

Butler County Community College (BC3) is currently accepting applications for the position of Adult Basic Education Instructor. This is a temporary part-time grant funded position that will begin immediately and continue as long as grant funds are available to support the position. Evening and/or weekend hours may be required and vary based on need.

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. Our BC3 @ Brockway site is located in Brockway, PA and is the region's only community college serving Clarion, Clearfield, Elk, & Jefferson counties. BC3 employs approximately 1,000 full- and part-time employees.

BC3 has 55 career and transfer programs. The College is going "all in" for its Shaffer School of Nursing and Allied Health. This includes the construction of a state-of-the-art Victor K. Phillips Nursing and Allied Health Building, program expansion, and the development of a Licensed Practical Nurse (LPN) Program. Private and public support has made this possible. BC3 offers unique programs such as Measurement Science/Metrology, Massage Therapy, Robotics, Electronics, Nanofabrication Technology, and Park and Recreation Management. 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. For the sixth time since 2015, BC3 was named the #1 community college in Pennsylvania by Schools.com, BestColleges.com, and Niche.com. To learn more about BC3, please visit www.bc3.edu.

Reporting to the Grant Director of Adult Literacy Program, Adult Basic Education Instructor is responsible for a minimum of 15 hours of Adult Basic Education (ABE), high school equivalency (HSE) instruction at a variety of locations including the Butler County Prison on a weekly basis to transition students to successful HSE testing. Mandatory professional development requirement plus a minimum 36 hours of staff/Professional Learning Community meetings will complete the initial contract. In addition, this position works in a team-oriented environment with other Adult Literacy staff within the department to support student success. This position includes maintaining attendance and program records, attendance at scheduled staff and Professional Learning Community meetings, completion of New Staff Development Training, and selection of appropriate classroom instructional and resource materials as needed. Conducts appropriate level of instruction for adult students in the areas of adult education in mathematical reasoning, language arts, reading and writing, science and social studies, and transitioning to Career and/or Post-Secondary Education. The Adult Basic Education Instructor will be responsible for maximizing student enrollment and retention by using data in practice, maintaining awareness of best practices in the field, and optimizing use of technology.

Bachelor's Degree from an accredited institution in Education or related field required. Must possess and maintain a valid driver's license. Possess and maintain a valid teaching certificate preferred. Experience in Adult Education or alternative education programs required. Knowledge of adult basic education content areas and adult student characteristics and ability to use Microsoft Office Software preferred.

Hourly rate will be commensurate with qualifications and experience. Hourly rate will be contingent based on grant funding. 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 to HRJobs@bc3.edu. 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. 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. Christina M. Fleeger
Executive Director of Human Resources/
Equal Opportunity Compliance Officer
Butler County Community College
107 College Drive
Butler, PA 16002
HRJobs@bc3.edu

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