



EDUCATION COORDINATOR/INSTRUCTOR POSITION ANNOUNCEMENT

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

Reporting to the Grant Director of Adult Literacy Program, the Education Coordinator/Instructor is responsible for Adult Basic Education (ABE) and General Education Development (GED) program coordination; curriculum development for all ABE and GED classes; ABE and/or GED instruction as needed; and staff development. The Education Coordinator/Instructor serves as the grant directed In-House Professional Development Specialist (IHPDS) to develop, coordinate, implement, and document the professional development activities of the staff. The Education Coordinator/Instructor serves on the In-House Professional Development team and shall attend and/or travel to all state or program required meetings, webinars and adhere to all the state required documentation. The Education Coordinator/Instructor assists in the planning and coordination of the Program Improvement Team (PIT) meetings and reports minutes in Pa Adult Ed Resources PD Portal (PD Portal). The Education Coordinator/Instructor promotes the use of PD Portal by all the Adult Literacy staff to track program and individual professional development plans. Duties include, but are not limited to: facilitating placement of ABE and GED students into appropriate classes; organization and implementation of student orientation; evaluation of eligible ABE and GED students; pre and post-testing of students; assisting students in goal setting; generation and submission of required statistical reports, including monthly attendance records; participation in community outreach activities, attendance at scheduled staff meetings; and selection of appropriate classroom instructional and resource materials as needed. Bachelor's Degree from an accredited institution in Education or related field required. A valid teaching certificate preferred. Must possess and maintain a valid driver's license. Two years experience in Adult Education or alternative education programs required. Experience with Microsoft Office, Word, Excel, Google Drive, and PowerPoint required. Experience BlackBoard or D2L and Smart Board preferred. Experience with adult assessments preferred.

Salary will be commensurate with qualifications and experience. Review of applications will begin immediately. Interested candidates should visit [BC3 Recruitment](#) to complete their Candidate Profile along with uploading a PDF version of current resume, cover letter, and copy of college/university transcripts that have been conferred to the Resume section. Incomplete candidate profiles and/or any materials regarding this position that are received after the application deadline or closing of the search will not be considered. Any materials submitted will be the property of the College. Applicants currently employed by Butler County Community College must authorize in writing that all college/university transcript(s) on file in their personnel file located in the Human Resources Office may be copied and attached to their 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 at 724-287-8711 Ext. 8951 for more information.

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 1,000 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.

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