



Reid State Technical College
P O Box 588 • Evergreen, Alabama 36401
Phone (251) 578-1313 • Fax (251) 578-5355

INTENT TO EMPLOY

(posted July 1, 2010)

Position:	Welding Instructor
Qualifications	<ol style="list-style-type: none">1. Diploma or certificate in Welding from an accredited institution.2. Minimum of five (5) years successful full-time experience in the welding field.2. Demonstrated ability to properly and safely operate welding training equipment.3. Ability to work well with others and to work under pressure.
Duties & Responsibilities	<p>The duties and responsibilities of this position include the following:</p> <ol style="list-style-type: none">1. Provide competent instruction in the area of credentialed expertise.2. Collect, maintain, and submit accurate class records including grades, absences, withdrawals, and/or class drop information to appropriate offices.3. Prepare or assist in the preparation of materials used in academic administration when requested, including course syllabi, program outlines, and catalog material.4. Provide academic and career advice to students and promote student leadership and enrichment experiences.5. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned.6. Maintain currency of professional knowledge and skills through professional development and continuing education.7. Promote positive and productive relationships with service area businesses, industries, and agencies.8. Provide advice to the administration on matters pertaining to the instructional program.9. Other duties as assigned.
Salary	Commensurate with experience and education according to the State Board of Education Salary Schedule D1(\$34,414 – 54,429). This is a nine-month position with summer teaching availability dependent upon enrollment.
Anticipated Starting Date	August 18, 2010
Application Deadline	Wednesday, July 21, 2010 @ 4:00 p.m.
Application Procedure	To be considered for an interview, the applicant must submit the following: Reid State Technical College employment application, resume, transcripts from all colleges attended, three letters of recommendation not more than one year old to Reid State Technical College, Human Resources Office, P O Box 588, Evergreen, AL 36401. Official transcripts must be received by the College prior to a contract being extended to the successful candidate. Official transcripts must be received by the College prior to a contract being extended to the successful candidate. In accordance with Alabama Community College System and guidelines, the successful candidate will be required to pay \$45 to cover the costs of a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.
Additional Information	<p>The College reserves the right to fill the position within one year of the stated anticipated starting date or not to fill the position due to budgetary or operational considerations. The College will not incur the cost of applicants' interview expenses.</p> <p>Applicants scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant, however, may request a copy of the Essential Functions for the position prior to the interview appointment. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.</p> <p>All male applicants between the ages of 18-26 must provide proof of Selective Service Registration.</p> <p>Reid State Technical College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.</p>