CONTINUOUS POSTING

POSITION:

Part Time
Educational Talent Search Tutor
(position not to exceed 19 hours per week)

Subject areas: Math
Laboratory Science (Biology/Chemistry)
Foreign Language (Spanish)

Location: Childersburg Campus

POSITION SUMMARY:

The Educational Talent Search Tutor works in target high schools and provides tutorial services to students served by the Educational Talent Search (ETS) project. The Tutor works nineteen (19) hours or less per week. In addition, the Tutor for Educational Talent Search is responsible for providing grade appropriate academic support to ETS participants, encourages participants, completes required documentation and reports, establishes and maintains effective working relationships with students, teachers, parents, target school personnel and ETS staff.   The Tutor is responsible for tutoring students in a specific academic field of study.

This is a temporary, grant-funded, and probationary status position. Continued employment is dependent on continued funding.

QUALIFICATIONS:

1. Bachelor's Degree in academic field of tutoring from a regionally accredited institution **required**.
2. Excellent written and oral communication skills **required**.
3. Excellent organizational skills **required**.
4. Experience in explaining specific and difficult aspects of a subject or coursework **required**.
5. Experience working with high school age individuals who are low income, first generation college student or have documented disabilities **required**.
6. Willingness and ability to travel within the entire service area **required**.
7. Ability to relate to individuals from diverse population **required**.
8. Ability to maintain confidentiality and adhere to the Family Educational Rights and Privacy Act (FERPA).
9. Master's Degree in academic field of tutoring from regionally accredited institution *preferred*.
10. One (1) year of full-time experience working in an educational setting *preferred*.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Adheres to the policies, rules, and standards of Central Alabama Community College, the Alabama Community College System, accrediting agencies and federal regulatory bodies.
2. Prepares required reports as required by Central Alabama Community College, the Alabama Community College System, and other regulatory agencies.

3. Ensures institutional compliance with the Family Educational Rights and Privacy Act (FERPA).
4. Submits student services and TRIO forms and data in timely manner as directed.
5. Provides ACT/SAT preparation to students in specific subject areas.
6. Provides assistance to improve overall skills in specific areas.
7. Designs and implements development/tutorial programs to students.
8. Instructs students in both in a class group and one-to-one tutoring sessions.
9. Completes tutorial contact form as documentation of service.
10. Performs other duties as assigned that pertain to the position.

SALARY: Local Salary Schedule - $16.90 per hour (Bachelor's Degree)
                                    $18.92 per hour (Master's Degree)

**APPLICATION
PROCEDURE:**   Applicants must meet the minimum qualifications and must submit a completed application packet in order to be considered for the position. It is the sole responsibility of the applicant to ensure the application is complete and all required documentation is attached with submission. Applications are available at www.cacc.edu.   Direct access to Human Resource is 256-378-2011. Application material may not be submitted by fax or email.

A complete application packet consists of the following:
1. CACC Application for Employment (original form must be completed in entirety).
2. Current resume.
3. College transcripts (copies will be accepted; if employed, it is the responsibility of the employee to furnish official transcripts to CACC). Transcripts must provide degree and date degree was awarded.

Application and supporting documentation should be mailed to:

> **Central Alabama Community College
> Human Resources
> 34091 U.S. Hwy. 280
> Childersburg, AL 35044**

Incomplete application packets and/or application packets received will eliminate the possibility of an interview. Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense. Applicants who are scheduled for an interview may receive or review the Essential Functions for the position at the personal interview. Any applicant 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 the interview. The College reserves the right not to fill the position in the event of budgetary or operational constraints.

**ANTICIPATED
STARTING DATE:**   As needed.

Central Alabama Community College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Central Alabama Community College is an active participant in the Employment Eligibility Verification Program (E-Verify). E-Verify electronically confirms an employee's eligibility to work in the United States as required by the Department of Homeland Security.

In accordance with Alabama Community College System Policy and guidelines, the applicant chosen for employment will be required to sign a consent form <u>and to submit a non-refundable fee of $17.40</u> for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

Central Alabama Community College reserves the right to withdraw this job announcement at any time prior to the awarding the position.