



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 5/30/2025
Revised on: 6/3/2025

Job Title	Salary Schedule	Grade	Job No.
Workplace Essentials Instructor	D1		ID9621
Reports To	FLSA Status	Grant Funded	Tenure Track
Career Tech and Workforce Development Manager	Exempt	No	Yes

JOB SUMMARY: Provide competent classroom and laboratory instruction in credentialed expertise. Instructors are responsible to Career Tech and Workforce Development Manager for planning, preparing, and presenting appropriate and effective learning experiences to students.

QUALIFICATIONS:

- ◆ Bachelor's degree from an approved U.S. Department of Education accredited institution **required**
- ◆ WKO is a partnership between GSCC and area high schools. Prior experience working with high school students and/or dual enrollment *preferred*
- ◆ Documented expertise in the use of current educational technologies in the classroom including word processing, spreadsheet, database, and/or presentation software is *preferred*
- ◆ Career Technical Education experience *preferred*

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Excellent oral and written communication skills
- ◆ Demonstrated expertise in the subject areas focused on workplace skills
- ◆ Documented teaching experience with a proven track record of student success
- ◆ Documented successful experience teaching and developing web-based courses
- ◆ A broad awareness and knowledge of current labor market conditions and essential skills for employability and familiarity with the industry standards, competencies, and certifications required in various workforce sectors
- ◆ Ability to conduct individual and small group instruction
- ◆ Previous experience using course management systems including (but not limited to): Learning Management Systems, Tutoring Software Platforms, *Microsoft Office*, *Ellucian Software Products*, *Respondus LockDown Browser*, Virtual Conferencing Software Solutions, Video Creation and Hosting, Library Research Databases, etc
- ◆ Ability to learn new teaching pedagogy, and new software, as required
- ◆ An understanding of and commitment to the philosophy and mission of the community college system
- ◆ Ability to work independently and in a team environment
- ◆ Ability to work effectively with diverse students, other employees, and the public
- ◆ Commitment to all students, including those of diverse ages, cultures, genders, and ethnic

backgrounds

- ◆ Understanding of the broad range of students' abilities in an open admissions college and the ability to accommodate varied learning styles
- ◆ Successful problem-solving skills
- ◆ Conscientiousness - care about how work is done and desire to do a good job
- ◆ Initiative - responding to downtime by taking responsibility to do other work
- ◆ A focus on details
- ◆ A focus on being friendly and patient in responding to students
- ◆ Willingness and desire to learn new things and apply that learning
- ◆ Willingness to maintain flexibility in order to meet student needs
- ◆ A positive attitude regardless of circumstances at hand
- ◆ Confidence in decision-making and communication skills

DUTIES:

- ◆ Deliver Workplace Skills coursework to dual enrollment high school students
- ◆ Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning
- ◆ Assess student learning using multiple assessment strategies
- ◆ Assist in the development of discipline-specific student learning objectives
- ◆ Assist students with completing the required dual enrollment application, registration and paperwork in a timely manner
- ◆ Be prompt and punctual in reporting for work
- ◆ Check college e-mails and Canvas course messages regularly and respond in a timely, professional manner
- ◆ Collect, maintain, and submit accurate class records including grades, attendance rosters, absences, withdrawal, and/or class drop information to appropriate offices by the specified deadlines
- ◆ Evaluate the progress of students in all classes according to institutional, divisional, departmental, and individual criteria. Record grades in a timely manner and in an online format accessible by students (e.g. Canvas or online homework system)
- ◆ Follow all guidelines for development and assessment of student learning outcomes and submit assessment information as required by the Career Tech and Workforce Development Manager
- ◆ Inform the Career Tech and Workforce Development Manager of any problems or concerns with classroom equipment or facilities
- ◆ Maintain a general knowledge of other college policies and procedures including academic support, and student activities
- ◆ Maintain a positive attitude that contributes to a professional, team-centered environment
- ◆ Maintain a working knowledge of career trends, Alabama Transfers Guide, Canvas, and other related software and assist students in its use
- ◆ Participate in school activities when possible
- ◆ Prepare or assist in the preparation of materials used in academic administration when requested, including course syllabi
- ◆ Provide academic and career advice to students and promote student leadership and enrichment experiences
- ◆ Provide competent classroom and laboratory instruction in credentialed expertise
- ◆ Review the Gadsden State Catalog annually to become familiar with changes affecting prospective and current student enrollments
- ◆ Submit grades for students participating in WKO 101; complete all required college and course-related college assessments; inform the Workforce Development and Dual Enrollment departments of any student issues including (but not limited to) attendance and completion of required coursework
- ◆ Teach at the specified time and place, and in the specified format.

- ◆ Utilize a variety of instructional strategies to engage students.
- ◆ Perform all duties with professionalism.
- ◆ Provide advice to the administration on matters pertaining to the instructional program.
- ◆ Serve on committees engaged in furthering the work of the institution when appointed or when elected.
- ◆ Become familiar with and follow institutional policies and procedures as outlined in the *College Catalog, Personnel Handbook, and Alabama Community College System Policy Manual*
- ◆ Perform other appropriate professional duties and responsibilities as may be assigned

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary with regular movement around classrooms, labs, and workshops. Includes standing, walking, bending, stooping, and reaching during hands-on demonstrations
- ◆ Manual Dexterity: Frequent use of hands and fingers to operate instructional tools and equipment such as circuit boards, control systems, and robotics technology
- ◆ Lifting: Occasional lifting and carrying of instructional materials and equipment, typically up to 50 pounds
- ◆ Communication: Clear and effective verbal and written communication is essential for instructing students and collaborating with colleagues

Work Environment:

- ◆ Setting: Instruction occurs in classroom, laboratory, and workshop environments, as well as online settings. Exposure to tools, equipment, and machinery used in industrial automation and electronics labs
- ◆ Travel: Occasional travel between instructional sites and for professional development or college events
- ◆ Schedule: Teaching assignments may include daytime, evening, and weekend hours, requiring flexibility to meet course and student needs
- ◆ Interaction: Regular interaction with students, faculty, staff, and external partners, requiring strong interpersonal skills and a commitment to a diverse and inclusive educational environment

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date