

Seward County Community College is a two-year institution offering 45 programs of study, including Adult Basic Education, certificate programs and Associate of Arts, Science, General Studies and Applied Sciences degrees. Ranked in the top 5% of more than 1,100 accredited community colleges in the U.S. by the Aspen Institute, SCCC serves a student body of 2,500+ students ranging in age from 15 to 85, in a county with the highest foreign-born percentage population in the U.S., and a rural service area of about 50,997 in seven Southwest Kansas counties as well as neighboring counties in southeastern Colorado, the Oklahoma and Texas Panhandles.

Responsibilities

The adult education instructor will provide instructional modification strategies and team teaching to assist the college. This position will assist students to reach levels of educational proficiency necessary to obtain and maintain employment. The ESL Instructor will support students as they attempt to reach their educational, personal, and professional goals.

Qualifications

Bachelor's degree required

Two to five years of teaching, tutoring, or related experience.

Essential Functions

- Instructs courses in English as a Second Language.
- Input, update, track and organize student information to develop necessary reports for the Data Entry Clerk and Director of Adult Basic Education on a monthly basis.
- Instruct students in learning the English language.
- Communicate with students on a consistent (at least bi-weekly) basis and assist with any supportive services needed which may include training/work experience contracts, coordination with other agencies, or arrangements for transportation and counseling.
- Instill in students the goal of further education and certification and help prepare them for that transition.
- Maintain quality and effectiveness with regard to specified consumer outcomes.
- Help students develop work habits such as attendance, punctuality, attentiveness, cooperativeness, and appropriateness of dress, behavior and interpersonal interactions.
- Attend all meetings required of job i.e.: staff meetings, departmental meetings, and safety meetings.
- Other duties as assigned.

Salary/Benefits

Competitive salary. Participation in college Flexible Benefits program which includes options for single and family health and dental coverage, optional insurances, and reimbursement accounts. Other benefits include: income protection insurance; matching annuity; SCCC tuition reimbursement for employee and dependents; annual and sick leave allowances and participation in social security (FICA) and state retirement programs (KPERS).

Salary Range: Salary commensurate with education and experience.

Position Status: Full time

Priority Application Deadline: Open until filled

Start Date: ASAP

- *We regret that the College is unable to sponsor employment Visas or consider individuals on time-limited Visa status.*
- Successful applicant will be required to pass a criminal background check prior to employment.
- Separate application required for additional or future openings.

Applications may be emailed to jobs@sccc.edu, faxed to 620-417-1124 or mailed. Direct inquiries to Human Resources at 620-417-1121.

How to Apply

To be considered, all of the following materials must be submitted to the address below:

1. Completed and signed Seward County Community College application. [Seward County Community College application.](#)
2. Cover letter
3. Job-related
4. Copies of transcripts (or copies of relevant certifications, if applicable).

**If employed, it is the responsibility of the candidate to provide official transcripts within 30 days. (Foreign transcripts must be translated and evaluated to determine equivalency to U.S. standards. Any fee for such services is paid by the applicant.)

If any of the required materials are not submitted with your application packet, your application will be deemed incomplete and will not be forwarded to the committee for screening. Please notify Human Resources if you require any special accommodation(s) in meeting these requirements.

Mailing Address:

Human Resources Office
Seward County Community College
PO Box 1137
Liberal KS 67901-1137

More information about Seward County Community College can be found at www.sccc.edu

Selection Process

The search committee will conduct all minimum qualification appraisals as set forth on the position announcement and job description and reserve the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant an interview. Applicants selected for an interview will be notified of the time and place of the interview. Interviews are usually conducted on campus by the search committee. Additional interviews and/or teaching demonstrations may be required.

All qualified applicants are encouraged to apply.

EOE/Drug Free Campus

Other information

- [Clery Act Campus Safety and Security Report](#)
- [FMLA English](#)
- [FMLA Spanish](#)