



Mississippi Gulf Coast Community College

## Notice of Vacancy

**Location of Position:** Jackson County Campus - Gautier, Mississippi

<b>Position Available:</b> Language Arts Instructor	<b>Classification:</b> <input type="checkbox"/> Administration <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Staff <input type="checkbox"/> Hourly
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<b>Date Position Available:</b> January 4, 2010	<b>Salary Scale:</b> Salary based on experience and education
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<b>Qualifications &amp; Experience:</b>  <b>MANDATORY: (M1)</b> Master's Degree with at least (18) graduate semester hours in English from a regionally accredited institution of higher learning. <b>(M2)</b> Excellent written and interpersonal communication skills. <b>(M3)</b> Previous teaching skills.  <b>DESIRABLE: (D1)</b> Familiarity with basic Internet, e-mail, and word processing functions. <b>(D2)</b> Community college and/or college-level teaching experience. <b>(D3)</b> Multi-media instructional delivery experience.
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<b>The College:</b> The Mississippi Gulf Coast Community College District serves a four-county area with three major campuses, the Community Campus and four centers including: Perkinston Campus, Perkinston, MS; Jefferson Davis Campus, Gulfport, MS; Jackson County Campus, Gautier, MS. Additionally, Mississippi Gulf Coast Advanced Manufacturing and Technology Center, Gulfport, MS; Keesler Center, Biloxi, MS; West Harrison Center, Long Beach, MS; and George County Center, Lucedale, MS.  State and regional associations accredit Mississippi Gulf Coast Community College, and several programs are accredited nationally. Offerings include academic, technical degree, vocational skill and adult continuing education programs.
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<b>Application Information &amp; Deadline</b>	
For additional information on the position, contact:  Jonathan Woodward Dean of Instruction Jackson County Campus P. O. Box 100 2300 Hwy 90 Gautier, MS 39553 (228) 497-7627 <a href="mailto:jonathan.woodward@mgccc.edu">jonathan.woodward@mgccc.edu</a>	Complete official college application form, resume, and transcripts will be received in the Human Resources Office until the position is filled. Review of applications will begin after:  <b>November 18, 2009</b> <b>Mail all documents to: Human Resources Office</b> P.O. Box 609 Perkinston, MS 39573 E-mail: <a href="mailto:human.resources@mgccc.edu">human.resources@mgccc.edu</a>

<p style="text-align: center;"><b>Job Listing Web Address: <a href="http://www.mgccc.edu">www.mgccc.edu</a></b></p> <p>Mississippi Gulf Coast Community College is an Equal Opportunity Employer and welcomes students and employees without regard to race, color, religion, national origin, sex, age or qualified disability. For further information, contact the Equal Opportunity Officer at a Mississippi Gulf Coast Community College Center, Campus, or the Central Office. Compliance is coordinated by the Vice President for Administration and Finance, Perkinston Campus, P.O. Box 609, Perkinston, Mississippi 39573, telephone number 601-928-5211.</p>
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## **JOB DESCRIPTION**

### **Language Arts Instructor**

#### **GENERAL STATEMENT OF FUNCTION**

Incumbent teaches a full load in their discipline and also advises students. In addition, this position is under the direction and supervision of the Language Arts Department Chair.

#### **DUTIES AND RESPONSIBILITIES:**

1. Using both the traditional and the non-traditional formats (i.e., short-term, weekend, on-line, hybrid, web-enhanced, night class) teach a full load of assigned courses at times when needed – (1) during the day including early morning, late afternoon, and evening and on (2) holidays and/or (3) weekends.
2. Teach a full load of courses in English and Literature in the day, the afternoon, the evening, holidays, and/or weekends.
3. Curriculum supervision and duties assigned by the administrative staff.
4. Improvements of the methods, content, and value of each course taught and at all times strive to better understand the students and their needs for the present and future.
5. Teach, in addition to the subject matter, good citizenship, respect for the rights of others, respect for college property and the proper attitude toward education both in and out of the classroom.
6. Attend all departmental and general faculty meetings called by the Department Chair, Dean of Instruction and Vice President.
7. Establish, post, and maintain office hours as directed by college policy.
8. Complete necessary paperwork on or before deadlines.
9. Counsel students in an effort to provide effective guidance.
10. Realize and act upon your importance as a public relations agent for the college.
11. Make use of the counseling office services and materials to improve teaching effectiveness.
12. Conduct class for the full class period.
13. Participate in budget preparation and acquisition of instructional materials and supplies as required.



14. Utilize the library, media center and learning lab materials and resources.
15. Explore alternative instructional methods of teaching.
16. Meet the professional development requirements of the college.
17. Perform other duties as assigned by appropriate college personnel.