

Coordinator/Instructional Design, Environmental
Services/Janitorial (Grant FT)
Community College of Allegheny County

Direct Link: <https://www.AcademicKeys.com/r?job=134612>

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Posted Dec. 9, 2019, set to expire Apr. 4, 2020

Job Title	Coordinator/Instructional Design, Environmental Services/Janitorial (Grant FT)
Department	Community Training & Develop
Institution	Community College of Allegheny County Pittsburgh, Pennsylvania
Date Posted	Dec. 9, 2019
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Facilities/Maintenance/Transportation
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Job Description

Coordinator/Instructional Design, Environmental Services/Janitorial (Grant FT)

Position Title: Coordinator/Instructional Design, Environmental Services/Janitorial (Grant FT)

Department: Community Training & Develop

Campus: North Campus

Additional Information: REPOSTING. This position will remain open until filled. However, in order to ensure consideration for an interview, please submit your completed application, cover letter and resume by no later than December 20, 2019. The College cannot guarantee that application materials received after this date will be considered or reviewed. Continued employment is contingent on sufficient future funding. This grant may be renewed. This is a grant funded full-time instructor-level 12 month position with benefits.

Benefits: CCAC offers an exceptional benefits package. Highlights include an excellent health plan with very low out-of-pocket expense network option, generous time off and holiday pay, a 403b retirement

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plan with up to 10% employer match or other options through the State's retirement defined benefit pension system, free employee parking, public service (student) loan forgiveness eligible employer, and employer paid benefits including group life insurance, short-term and long-term disability insurance, and flexible spending accounts.

Salary Grade: Per Contract

Job Category: Adjunct/Faculty

Employment Type: Grant Funded Full-Time

Job Slot: G335

Job Open Date: 7/18/2019

Job Close Date:

General Summary: Supervise, implement, and provide quality education to students by establishing program design, recruiting students and developing and implementing an individual vocational program plan; maintain student recruitment, assessment, instruction, evaluation, practicum, job placement and follow-up services, and assist in program-related management. Priority is given to classroom instructions while courses are in session. During non-session times priority is other duties, including recruiting for all vocational programs.

Requirements:

Bachelor's degree in education or related field and at least two year experience in a vocational setting with persons with disabilities (mental health, LD, mental retardation, and/or developmental disabilities). Experience in special education or vocational rehabilitation, experience in supervision, curriculum development and teaching in a classroom setting preferred. Excellent communication and organizational skills; familiarity with respective business and industry and current trends in vocational education; food service supervisory experience preferred; and/or combination of the above. Must have reliable transportation and valid driver's license.

Duties: Develop Curriculum, prepare and provide students with course outlines that support learning objectives set forth in course syllabus. Assist with student selection for programs. Schedule and participate in student review meetings at mid-term and end of term. Recruit, interview, assess and keep accurate student records. Maintain contacts with employers, counselors, caseworkers and student referral sources; develop new employer contacts. Prepare program reports, student forms, payment authorizations, and other student forms as required by the College and related funding agencies. Comply with all requirements of funding agency. Create an effective Learning environment through a variety of instructional methods. Develop and measure learning outcomes. Assess student performance and maintain evaluation records. Conduct curriculum review and make recommendations at department meetings regarding course design, technology, and instruction delivery options. Identify

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changes to curricula or delivery methods, based on information such as instructional effectiveness data, current or future performance requirements, feasibility, and costs. Implement instructional methods, such as individual or group instruction, self-study, lectures, demonstrations and simulation exercises appropriate for content and learner characteristics. Communicate programs to the public through printed materials, speaking engagements, the media, and participation in related community activities. Develop a student recruitment plan and assist in recruiting, interviewing, screening, selecting, and training students; assist in recruiting, interviewing, and hiring program instructors. Perform other related duties as required or as assigned.

Clearances: Current criminal record/child abuse clearances will be required if offered the position and in order to be employed at the College. The three clearances are Pennsylvania Child Abuse History Clearance, Pennsylvania State Police Criminal Records Check, and Federal Bureau of Investigations (FBI) Criminal Background Check. The College has provided instructions on how to obtain these clearances and are available

[url=https://apptrkr.com/get_redirect.php?id=1733947&targetURL=https://ccac.csod.com/ats/careersite/search]

To view the full job posting and apply for this position, go to:

[url=<https://apptrkr.com/1733947>][<https://ccac.csod.com/ats/careersite/JobDetails.aspx?id=472&site=3>]

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Community Training & Develop
Community College of Allegheny County

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