

<b>Position</b>	<b>Director, Basic Skills</b>
<b>Job Summary</b>	Will be responsible to the Dean of Developmental Education for administering the Basic Skills Program which includes: Adult Basic Education, Adult High School, Compensatory Education, English as a Second Language, General Educational Development, and the GED Learning Center. Additional responsibilities will include: managing the Literacy Education Information System (LEIS), providing supervision for the different program coordinators, and providing support for all program areas.
<b>Qualifications</b>	<ol style="list-style-type: none"> <li>1. Master's Degree in Education or related field from an accredited college or university required.</li> <li>2. Minimum of three years' teaching experience with adults required.</li> <li>3. Administrative and supervisory experience required.</li> <li>4. Experience with computer software required.</li> <li>5. Excellent oral and written communication skills required.</li> <li>6. Must be available to work day, evening, and weekend hours when needed.</li> <li>7. Must have a valid North Carolina Driver's License.</li> </ol>
<b>Salary</b>	<b>Commensurate with experience and credentials.</b>
<b>For First Consideration, Applications Must Be Received By</b>	July 31, 2010
<b>Application Procedure</b>	<p>Go to website, print off <b>WPCC Employment Application</b>, <a href="http://www.wpcc.edu/human_res/emp_app.pdf">http://www.wpcc.edu/human_res/emp_app.pdf</a> or call and request a WPCC application be mailed. Submit the following to Human Resources Assistant at WPCC:</p> <ul style="list-style-type: none"> <li>• Application</li> <li>• Resume</li> <li>• Copies of undergraduate and graduate transcripts (unofficial copies will suffice; if hired, official copies will be required).</li> <li>• Three (3) <u>current</u> letters of recommendation submitted to WPCC on your behalf.</li> </ul>
<b>Proposed Employment Date</b>	September 15, 2010
<b>Mailing Address</b>	Western Piedmont Community College 1001 Burkemont Ave Morganton NC 28655