



NOTICE OF VACANCY

Special Populations Instructor

REPORTS TO: Dean of Career-Technical & Adult Education

DESCRIPTION OF POSITION: At Mississippi Delta Community College (MDCC) we value the ability to serve students from a broad range of socioeconomic backgrounds, genders, abilities, and orientations. We prioritize applicants who demonstrate they understand the benefits a diverse student population brings to a community college. The successful Special Populations will be an equity-minded individual committed to student success by collaborating with faculty, staff, administration, students and community partners who support the institution's mission.

Special populations' services focus on recruitment, enrollment, instruction, retention, completion, placement, and follow-up of special populations preparing for high skill, high wage occupations and/or nontraditional employment in new and emerging careers. The purpose of instructional services rendered by special populations personnel is to enable special populations students to experience success in their chosen career-technical education programs. The Special Populations Instructor will provide instruction for the disadvantaged career-technical student in areas including mathematics, reading, and writing in addition to any assistance needed in their career-technical classes. The instruction is coordinated with the career-technical instructor and services are delivered concurrently with enrollment in a career-technical education program.

More specifically, the instructor is responsible for the following:

DUTIES AND RESPONSIBILITIES

- Administers testing for certifications.
- Aid all Career-Technical students in creating a resume.
- Identify each Career-Technical Education student's specific learning style, through a learning style test.
- Identify special populations students in CTE and Healthcare programs and provide them with the assistance they need in order to be successful in their program.
- Identify the nontraditional students in CTE and Healthcare and provide them with assistance as needed and be a liaison between students and their instructors when needed.
- Identify students needing additional academic intervention through TABE tests.
- Provide weekly remediation for needed students in all Career-Technical programs.
- Set up mock job interviews for Career-Technical students, in order to gain experience in job interviews.
- Other duties as assigned.

Mississippi Delta Community College does not discriminate on the basis of age, race, color, national origin, religion, sex, sexual orientation, gender identity or expression, physical or mental disability, pregnancy, or veteran status in its educational programs and activities or in its employment practices. The following person has been designated to handle inquiries regarding the non-discrimination policies: Waunita Roberts Jones, Executive Director of Human Resources, Stauffer-Wood Administration Building, Suite 144, Office 145, P. O. Box 668, Moorhead, MS 38761, 662-246-6390; EEOC@msdelta.edu.

MANDATORY QUALIFICATIONS

- Bachelor's degree in education with a teacher license in one of the following Endorsement Subject Area/Major: 117 Elementary Education (4 – 8); 116 & 117 Elementary Education (K – 3) & Elementary Education (4 – 6); 152 Elementary Education (K – 4); 119 English (7 – 12); 120 Elementary Education (K – 6); 154 Mathematics (7 – 12); 174 Remedial Reading (K – 12); 177 English as a Second Language (K – 12); 181 Biology Education (7-12) ; 206 Emotional Disability (K – 12); 207 Gifted (K – 12); 221 Mild/Moderate Disability (K – 12); or 224 Mild/Moderate Disability (7 – 12)
- Three years or more experience teaching.
- Must maintain current teaching license in the listed subjects above.

DESIRABLE QUALIFICATIONS

- Comfortable use of computer/technology skills.

KNOWLEDGE AND SKILLS

- Ability to be a team player and demonstrate accountability for responsibilities.
- Ability to conduct research and review and interpret published materials including analytical reports to inform decision-making, planning, and implementation of best practices, trends, and/or techniques in assigned areas.
- Ability to exercise considerable initiative, independent judgment, discretion and confidentiality in performing tasks.
- Ability to organize events and carry out major projects with minimal supervision and direction.
- Ability to work and communicate effectively with all college stakeholders including administrators, faculty, staff, students, and local patrons.
- Able to think creatively and respond timely to pressing deadlines.
- Broad understanding of and experience with issues and policies in public higher education and within a community college system.
- Demonstrated effective use of technology.
- Effective planning, organizational, and time management skills.
- Highly attentive to detail.
- Must possess effective leadership skills that enable the success of the entire team.
- Strong sense of personal and professional integrity.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hand to finger, handle, or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to sit, stand and walk. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

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PHYSICAL DEMANDS (cont.)

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This position may require prolonged periods of viewing a computer screen. This position may also require some travel and working some evenings and weekends.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

TERMS OF EMPLOYMENT

This is a Full-time, 9-months, exempt, Other Instruction (OI) position.

SALARY

The salary will commensurate with education and experience.

APPLICATION PROCEDURES

Applicants should submit all of the following in order for their application to be considered for employment:

- 1. MDCC Employment Application (online only)**
- 2. *Unofficial* College Transcript(s)**
- 3. Current Resume**
- 4. Authority to Release Information Form/ Consent Form**

The MDCC Employment Application can be found on the MDCC Human Resources website, <https://msdelta.formstack.com/forms/applicationforemployment>

Official transcripts may be sent directly from the university/college electronically to humanresources@msdelta.edu or via postal mail to:

Office of Human Resources - P. O. Box 668 - Moorhead, MS 38761

DEADLINE

Internal/External – June 9, 2026 at 5:00 P.M.

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