



## SOUTHWEST TEXAS JUNIOR COLLEGE Human Resources

2401 Garner Field Road | Uvalde, TX 78801-6221  
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### EMPLOYMENT OPPORTUNITY

**Title:** AEL Site Supervisor  
**Campus:** Eagle Pass

**Job ID:** 212231710103  
**Closing Date:** July 1, 2022, or Until Filled

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**Job Duties:** The AEL Center Supervisor oversees and manages the day to day operation of the assigned educational site(s) with regards to class scheduling, instructor placement, student and staff welfare and safety, and all site activities. This person assumes responsibility for site security, working with other site key personnel (Instructors, Regional Assessors, and other central AEL Administrators) to ensure program compliance and meet state performance targets via SWTJC Adult Education & Literacy goals and objectives. In addition to managerial duties, the center supervisor performs instructional and academic/career advising and guidance duties. Retention and recruitment are a primary responsibility as part of the CN effort, and this person ensures that work rules, code of conduct, and policies and regulations of SWTJC are adhered to and maintained at all times.

**Salary:** Professional Schedule Group II, 12-month position.

**Other Benefits:** Benefits package available (Health/Life insurance, retirement plan, sick/personal leave, holidays, waived tuition for eligible employees and dependents).

### QUALIFICATIONS

**Education:** Minimum B.A. degree or higher.

**Experience & Training:** Preferred prior experience in adult education and experience working with diverse populations such as; English Language Learners; EL-Civics; Temporary Assistance for Needy Families; Family Literacy; Probationers; etc. and practical experience in administrative duties.

**Additional Preferred Qualification Requirements:** Ability to travel within and outside the area when necessary is required. Working knowledge of the current AEL literacy levels with regards to ESL, ABE & ASE components, as well as, knowledge of the specific definitions for the various levels with regards to scale score ranges. Expectation to acquire knowledge of the Indicators of Program Quality and Instructor Proficiencies, as well as, Tests of Adult Basic Education (TABE) 11 & 12 and the Basic English Skills Test (BEST) Plus 2.0 & BEST Literacy is essential. As well as, acquired knowledge of the guidelines concerning the National Reporting System for Adult Education and TX AEL State Assessment Guide, 2019-2020 is expected. Must be computer literate and have a general knowledge of office technology, including lab setting, copier, etc. (i.e., Windows 10, MS Office 365 Pro Suite, Outlook e-mail application, and Internet Explorer 11.0 or higher).

### SUBMIT APPLICATION TO:

Human Resources Coordinator, Southwest Texas Junior College, 2401 Garner Field Road, Uvalde, TX 78801. It is the applicant's responsibility to verify the status of a position. **Submit the following required documents:** (1. Letter of intent, (2. SWTJC Application, (3. Resume, (4. Copy of Transcripts (official transcripts are required if hired). All documents become property of SWTJC.

With respect to the employment and promotion of teaching and non-teaching personnel, it is the policy of Southwest Texas Junior College not to discriminate either in favor of or against any persons on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.  
**An Affirmative Action/Equal Opportunity Institution**