

J. Sargeant Reynolds  
Community College



## **P.A.V.E. INSTRUCTOR**

### **(PART-TIME)**

The College is seeking adjunct instructors to teach day classes in the Program for Adults in Vocational Education (P.A.V.E.), on the Downtown Campus. The P.A.V.E program currently offers vocational training in four Career Studies Certificate Programs (Child Care Assistant, Health Care Companion, Clerical Assistant, and Food Service Assistant) for adults with mild mental disabilities, including mild mental retardation, severe learning disabilities, and emotional disabilities. The overall purpose of P.A.V.E is to provide post-secondary training programs that incorporate functional academic instruction, job skills training, and community based internships.

**QUALIFICATIONS REQUIRED:** Bachelor's degree in Adult Education, Special Education, Rehabilitation, or related field. The selected candidate must be able to successfully pass the college's pre-employment security screening.

**QUALIFICATIONS PREFERRED:** Minimum of two years teaching experience at the college level. Considerable knowledge of research based methods for effectively teaching students with disabilities. Wide range of coursework and/or experience in the vocational rehabilitative field. Demonstrated ability to work with students from diverse backgrounds and with a variety of disabilities. Excellent written and oral communication skills.

Salary commensurate with the education and experience of the applicant.

For further information please contact Mark Richardson, Program Coordinator, at (804) 523-5572 or [mrichardson@reynolds.edu](mailto:mrichardson@reynolds.edu).

Please send a completed Commonwealth of Virginia employment application, curriculum vitae, official academic transcripts, and three current letters of recommendation to:

Mark Richardson  
J. Sargeant Reynolds Community College  
P.A.V.E. Program, Downtown Campus  
P.O. Box 85622  
Richmond, VA 23285-5622

Women and minorities are encouraged to apply.  
"Reasonable accommodations" are provided for applicants with disabilities.  
AA/EOE/ADA