



POSITION ANNOUNCEMENT

ABOUT AUGUSTA TECHNICAL COLLEGE

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

ABOUT AUGUSTA, GEORGIA

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Master's Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

ABOUT THE POSITION

Job Title: Architectural and Engineering Drafting Instructor (Full-Time)

Job Code: 11413

Campus Location: Augusta Campus

Salary: Commensurate with education and work experience.

JOB SUMMARY

The Technical Instructor is responsible for performing all aspects of instruction for program.

MINIMUM QUALIFICATIONS

Bachelor's degree in drafting, engineering, architecture, or a closely related field from an accredited institution.

PREFERRED QUALIFICATIONS

Five (5) years full-time paid work experience in the field. Minimum two-years instructional experience. Course content includes both mechanical and architectural drawings. Must be proficient with AutoCAD.

COMPETENCIES

Teaching experience at the postsecondary level, active participation in appropriate professional/occupational organizations, supervisory experience, and excellent human relations skills. Experience using common CAD programs including Revit Architecture, Creo/ProE, Inventor, and Mastercam.

MAJOR DUTIES

- Develops/updates instructor guidebooks for each assigned course, which contain course outlines, lesson plans, information sheets, remedial and enrichment activities, a list of audiovisual materials and computer software available, and copies of evaluation instruments or a written statement as to where they are located.



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- Develops/updates a syllabus for each assigned course, which contains the name and number of the course, a course description, the assignment schedule, a list of the competencies and sub competencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
- Develops lesson plans for assigned courses, which contain the following: the number and title of the course, competencies and sub competencies, performance objectives, outline or text of the unit, location of resource materials, and method of evaluation.
- Establishes an environment conducive to learning in the classroom and/or laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
- Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts and syllabi, ordering supplies and equipment, reproducing of materials, using a variety of learning modalities including instructional technology to augment instruction.
- Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.
- Demonstrates knowledge in the following areas: institutional services and policies, degree, diploma, and certificate programs offered by Augusta Technical College, job placement and follow-up, financial aid, library resources, and bookstore operations.
- Participates in advisory committee meetings, attends at least two advisory committee meetings each year, prepares agenda, records minutes, establishes an annual program of work, and documents progress toward the program of work in minutes.
- Demonstrates knowledge of the program's industry/business community, maintains contact with business persons, professional organizations, and current trends.
- Submits/updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, required student purchase list, and student evaluations.
- Selects staff development activities based on the following: student evaluations, instructor evaluation, changes in business and industry, changes in technical education, updates in technology, and/or professional needs.
- Completes all staff development plan requirements each year and submit staff development 503 activity reports promptly.
- Maintains credentials, licensure, and certification required for teaching and for the profession.
- Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner.
- Demonstrates respect for students as individuals.
- Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
- Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.
- Counsels students with grades and attendance problems, refers students to the counseling center if needed.
- Monitors student schedules in school wide student recording system (Banner); can access information to use during student advisement; and enters grades on Banner.
- Completes add/drop and terminations forms as needed. Demonstrates excellence in instructional delivery as indicated by analysis of student performance on departmental test banks and/or corrective actions taken to improve instructional delivery system.
- Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision, updates state programs standards and guides by attending and working through consortium meetings.
- Takes an active and positive role in the planning process by completing clear, accurate Institutional Effectiveness System materials and the annual plan, and maintains documentation for the program applicable to the Institutional Effectiveness Review process.
- Completes documentation as required to maintain appropriate program/institutional accreditation.
- Participates in graduation exercises, and other Augusta Technical College activities.
- Performs other duties as assigned.



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APPLICATION DEADLINE: The position will remain open until filled. All applications packets MUST be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.**

A Unit of the Technical College System of Georgia

Equal Employment Opportunity Statement

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.