

Job Title	INSTRUCTOR, ARCHITECTURAL AND ENGINEERING DRAFTING TECHNOLOGY
Department	Information and Engineering Technology
Reports To	Dean of Information and Engineering Technology

EMPLOYMENT TERMS:

Full-Time

QUALIFICATIONS

Education	A minimum of bachelor's degree in drafting, engineering, architecture, or a closely related field from an accredited institution. A master's degree and professional registration is preferred.
Experience	Minimum five years full-time paid work experience in field. Minimum two years instructional experience. Course content includes both mechanical and architectural drawings. Must be proficient with AutoCAD.
Desirable Skills	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.

PRIMARY DUTIES:

1. Develops/updates instructor guidebooks for each assigned course, which contain course outlines, lessons 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.
2. 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 subcompetencies, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
3. Develops lesson plans for assigned courses, which contain the following: the number and title of the course, competencies and subcompetencies, performance objectives, outline or text of the unit, location of resource materials, and method of evaluation.
4. 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.
5. 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.
6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.
7. 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.
8. 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.
9. Demonstrates knowledge of the program's industry/business community, maintains contact with business persons, professional organizations, and current trends.
10. Submits/updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, required student purchase list, and student evaluations.
11. 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.

12. Completes all staff development plan requirements each year and submit staff development 503 activity reports promptly.
13. Maintains credentials, licensure, and certification required for teaching and for the profession.
14. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner.
15. Demonstrates respect for students as individuals.
16. Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students.
17. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations.
18. Counsels students with grades and attendance problems, refers students to the counseling center if needed.
19. Monitors student schedules in school wide student recording system (Banner); can access information to use during student advisement; and enters grades on Banner.
20. 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.
21. 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.
22. 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.
23. Completes documentation as required to maintain appropriate program/institutional accreditation.
24. Participates in graduation exercises, and other Augusta Technical College activities.
25. Performs other duties as assigned.

APPLICATION DEADLINE: Until filled

Applications are submitted **on-line only** at www.augustatech.edu.

TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. **Official transcripts** must be mailed directly from the educational institution to the Human Resources Office, 3200 Augusta Tech Drive, Augusta, GA 30906 or electronically to srouse@augustatech.edu.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

Shirley Rouse, Pre Employment Manager at (706) 771-4026 or srouse@augustatech.edu

SALARY

Commensurate with education and work experience.

Equal Opportunity Institution