

<i>Job Title</i>	INSTRUCTOR - CONTINUING EDUCATION
<i>Department</i>	CONTINUING EDUCATION
<i>Reports To</i>	DIRECTOR OF CONTINUING EDUCATION

EMPLOYMENT TERMS:

<i>Part-time</i>

QUALIFICATIONS:

<i>Education</i>	A high school diploma or GED and completion of a program of preparation in the teaching field or discipline at an accredited private or public secondary institute or college, or completion of an equivalent military or company-sponsored training program, or an approved apprenticeship program, or completion of courses comparable with the curriculum to be taught.
<i>Experience</i>	Must demonstrate excellent written and verbal communication skills. In-field work experience within the past seven years. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach. Occupational and/or licensing experience must meet the current requirements of appropriate licensing boards for the area of instruction.
<i>Desirable Skills</i>	Teaching experience at the postsecondary level, active participation in appropriate professional/occupational organization, supervisory experience, as well as excellent human relations skills.

PRIMARY DUTIES:

<p>Develops/update a syllabus for each assigned course which contains the name and course number, a course description, the assignment schedule, a list of the competencies and sub-competencies, the required textbooks, required tools and supplies. Develops the lesson plans for assigned courses which contain the following: The number and title of the course, competencies and sub-competencies, performance objectives, location of resource materials and method of evaluation. Establishes an environment conducive to learning in the classroom and/or laboratory by keeping area 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, syllabi, and reproducing materials to augment instruction. Maintains course content which is current, well-organized, and related to course objectives. Demonstrates knowledge in the following areas: institutional services and policies/procedures of Augusta Technical College.</p> <p>Demonstrates knowledge of the assigned course(s). Submits and/or updates all paperwork and required reports on time including course evaluations and instructor time sheets. Maintains credentials, licensure, and certification required. Demonstrates excellent written and oral communication skills. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. Completes student rosters as needed. Completes documentation as required to maintain appropriate course/institutional accreditation. Performs other instructional responsibilities as assigned by the Director of Continuing Education and/or the Vice President of Economic Development.</p>

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 Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

CONTACT

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

SALARY

Hourly

Equal Opportunity Institution