

Job Title	INSTRUCTOR—HEATING AND AIR CONDITIONING TECHNOLOGY
Department	Industrial Technology
Reports To	Division Dean

EMPLOYMENT TERMS:

<i>Adjunct - Hourly</i>

QUALIFICATIONS:

Education	A diploma in field required. An associate degree from an accredited institution or completion of an equivalent military or company-sponsored program is preferred.
Experience	Must have at least three years full-time work experience in HVAC or Associate's degree from a nationally or regionally accredited college or university in Air Conditioning.
Desirable Knowledge, Skills, and Abilities	Teaching experience at the postsecondary level, active participation in appropriate professional/occupational organizations, supervisory experience. Must possess effective communication skills.

PRIMARY DUTIES:

<ol style="list-style-type: none"> 1. Teaches program courses based on schedule needs. 2. Utilizes instructor guidebooks for assigned course(s), 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. 3. Uses a syllabus for each assigned course that contains the name and number of the course, a course description, the assignment schedule, a list of student learning outcomes, the required textbooks, required tools and supplies, the evaluation and grading procedures. 4. Establishes a safe environment conducive to learning in the classroom and/or laboratory. 5. Prepares for class by working with the department chair, program director, lead instructor or division Dean to select appropriate learning experiences as evidenced by the following: updating instructional materials such as hand-outs, syllabi, ordering supplies, reproducing materials, and using a variety of learning modalities including instructional technology to augment instruction. 6. Maintains course content that is current, well-organized, and related to course objectives and to students' previous learning. Demonstrates knowledge in the following areas: institutional services and policies, library resources and bookstore operations. 7. Completes and submits required rosters, attendance documentation, and grades in a timely manner. 8. Demonstrates excellent written and oral communication skills. 9. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner. 10. Demonstrates respect for students as individuals. 11. Demonstrates accessibility in dealing with students' needs both individually and as a group, and communicates clearly to students. 12. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on student evaluations. 13. Counsels students with grade and attendance problems, refers students to tutoring and the counseling center if needed. 14. 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 Resource 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

Hourly

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