

Job Title	INSTRUCTOR, HORTICULTURE
Department	Business, Public Safety, and Early Childhood Care/Education
Reports To	Dean of Business, Public Safety, and Early Childhood Care/Education

EMPLOYMENT TERMS:

<i>Full Time - Salaried</i>

QUALIFICATIONS:

Education	A minimum of a Bachelor's degree in Horticulture from a regionally accredited institution is required; a Master's degree in Horticulture is preferred.
Experience	A minimum of three years in-field work experience is required. Experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach. Teaching experience at the secondary and/or postsecondary level is preferred.
Desirable Skills	Effective communications skills. Competent computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, PowerPoint, etc.)

PRIMARY DUTIES:

1. Instructs courses in Pharmacy Technology Program based on schedule needs.
2. Develops and updates instructor guides 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.
3. Develops and 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, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.
4. Establishes an environment conducive to learning in the laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program.
5. Prepares for lab by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing of materials; and 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 learning outcomes and to student's previous learning.
7. Demonstrates knowledge in the following areas: institutional services and policies; degree, diploma, and certificate programs offered by the College; job placement and follow-up; financial aid; library resources; and bookstore operations.
8. Demonstrates knowledge of current trends in program's industry/business community and maintains contact with business community and professional associations on the local and state levels.

9. Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
10. Selects staff development activities based on the following: student evaluations of course/instructor; performance evaluation; changes in business/industry and technical education; updates in technology; and/or professional needs.
11. Completes all professional development plan requirements each year and enters professional development activity reports into Compliance Assist promptly. .

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. *(Will be conducted by Augusta Technical College)*

CONTACT

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

SALARY

Commensurate with education and work experience.

*A Unit of the Technical College System of Georgia
Equal Opportunity Institution*