

<b>Job Title</b>	<b>INSTRUCTOR - WORKPLACE SPANISH</b>
<b>Department</b>	CONTINUING EDUCATION & WORKFORCE TRAINING
<b>Reports To</b>	DIRECTOR, CONTINUING EDUCATION AND WORKFORCE TRAINING

**EMPLOYMENT TERMS:**

Adjunct
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**QUALIFICATIONS:**

<b>Education</b>	A high school diploma or GED and completion of a program of preparation in the instructional field 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 content to be taught.
<b>Experience</b>	A minimum of two years of work experience within the past seven years in an education or training environment. Work experience should include those competencies, skills, and knowledge levels which the instructor will be expected to teach.
<b>Desirable Skills</b>	Fluent in Spanish and English. Must demonstrate effective communication skills.

**PRIMARY DUTIES:**

<p>Acquires knowledge of training curriculum. Reviews textbook and any supplemental training materials or resources. Demonstrates knowledge of the assigned course. Implements and follows training curriculum. Maintains an effective and positive learning environment. Communicates with Director regarding any classroom or curriculum issues and/or concerns.</p> <p>Submits and/or updates all paperwork and required reports on time including course evaluations, attendance rosters, and grade sheets to Director in a timely manner. Completes college staff development requirements.</p>
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**APPLICATION DEADLINE: Until filled**

Applications are submitted on-line only at <a href="http://www.augustatech.edu">www.augustatech.edu</a>
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**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 at <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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**PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. (Augusta Technical College will conduct.)
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**CONTACT**

Shirley Rouse, Pre-Employment Manager at (706) 771-4026 or <a href="mailto:srouse@augustatech.edu">srouse@augustatech.edu</a>
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**SALARY**

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