

<b>Job Title</b>	<b>INSTRUCTOR, ENGLISH</b>
<b>Division</b>	Arts & Sciences, Learning Support and Personal Services
<b>Reports To</b>	Division Dean/Dean of Campus Operations

**EMPLOYMENT TERMS:**

<i>Full-Time Salaried</i>
---------------------------

**Qualifications**

<b>Education</b>	Masters of Arts degree in English from a regionally accredited institution. A Masters of Arts degree in English with an additional 18 graduate hours in History, Political Science or Humanities is preferred.
<b>Experience</b>	Three years of full-time paid in-field work experience at the post-secondary level is preferred.
<b>Desirable Skills</b>	Active participation in appropriate professional and/or occupational organizations. Excellent communications skills.

**PRIMARY DUTIES:**

<ol style="list-style-type: none"> <li>1. Teaches program courses based on schedule needs. <b>Includes all campuses.</b></li> <li>2. Develops and 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.</li> <li>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/calendar, a list of the competencies, learning outcomes, the required textbooks, required tools and supplies, the evaluation, and grading procedures.</li> <li>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.</li> <li>5. Prepares for class 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.</li> <li>6. Maintains course content, which is current, well organized, and related to course objectives and to student's previous learning.</li> <li>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.</li> <li>8. Demonstrates knowledge of current trend's in program's industry/business community and maintains contact with business community and professional organizations.</li> <li>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.</li> <li>10. Selects staff development activities based on the following: student evaluations; instructor/course evaluations; changes in business/industry and technical education; updates in technology; and/or professional needs.</li> <li>11. Completes all staff development plan requirements each year and submits staff development 503 activity reports promptly.</li> <li>12. Maintains credentials, licensure, and certifications required for teaching and for the profession.</li> <li>13. Demonstrates effective written and oral communication skills.</li> </ol>
---

14. Maintains control of class during instruction as well as handles disruptions in the classroom/lab.
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 effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations.
18. Counsels students with grades and attendance problems, and refers students to the counseling center if needed.
19. Accesses student information from school wide student data systems for advisement and registration purposes.  
Demonstrates effectiveness in instructional delivery as indicated by analysis of student performance on departmental test banks and/or corrective actions taken to improve instructional delivery system.
20. Maintains a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
21. Assists with the planning for in-house program evaluations, and PAR and accreditation visits.
22. Provides input to the department head for the development of the program IE Plan, budget, and PAS report.
23. Assists with the planning of program advisory committee meetings and attends at least two meetings annually.
24. Participates in graduation exercises, open house, and other Augusta Technical College activities.
25. Serves as a mentor for new faculty members.
25. Provides input into College governance through the division's President Faculty Advisory (PFAC) representative.
26. Performs other duties as assigned.

#### **APPLICATION DEADLINE: Until filled**

Applications are submitted **on-line only** at [www.augustatech.edu](http://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](mailto:srouse@augustatech.edu).

#### **PRE-EMPLOYMENT SCREENING**

Pre-Employment background checks are required. (Conducted by Augusta Technical College)

#### **CONTACT**

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

#### **SALARY**

*Commensurate with education and work experience.*

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