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| <b>Job Title</b>  | <b>INSTRUCTOR, HORTICULTURE</b><br>Georgia Preparatory Academy – Augusta Youth Development Center (YDC) |
| <b>Department</b> | Institutional Effectiveness and Research  |
| <b>Reports To</b> | Assistant Vice President for Strategic Initiatives  |

**EMPLOYMENT TERMS:**

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| Full Time - Salaried |
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**QUALIFICATIONS:**

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| <b>Education</b>        | A minimum of a diploma in field from a regionally accredited institution. An Associate's degree is preferred.   |
| <b>Professional</b>     | Possession of a GAPSC certification in Agricultural Education is preferred.   |
| <b>Experience</b>       | A minimum of two years in-field work experience. 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 in a juvenile justice environment is preferred. |
| <b>Desirable Skills</b> | Effective communications skills.<br>Competent computer skills and ability to use common software programs (i.e. Microsoft Word, Excel, Powerpoint, etc...)  |

**PRIMARY DUTIES:**

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| <ol style="list-style-type: none"> <li>1. Prepares for class by working with the department head, program director, lead instructor, or SVP of academic affairs to select appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi, ordering supplies; reproducing of materials; and using a variety of learning modalities including instructional technology to augment instruction.</li> <li>2. Maintains course content that is current, well-organized, and related to course objectives and to student's previous learning. Demonstrates knowledge in the following areas: institutional services and policies, library resources, and bookstore operations.</li> <li>3. Completes and submits required rosters, attendance documentation, and grades in a timely manner.</li> <li>4. Attends/completes all professional development training.</li> <li>5. Meets with students, college personnel, and YDC personnel to discuss students' instructional programs and other issues.</li> <li>6. Evaluates students' progress in attaining goals and outcomes.</li> <li>7. Maintains accurate inventory of all assigned property.</li> <li>8. Establishes a safe environment conducive to learning in the classroom and/or nursery.</li> <li>9. Maintains control of class during instruction as well as handles disruptions in the classroom/lab. All discipline is handled in a dignified manner and as defined by the Georgia Preparatory Academy/Augusta YDC</li> <li>10. Performs other duties as assigned.</li> </ol> |
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**APPLICATION DEADLINE: Until filled**

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| Applications are submitted <b>on-line only</b> 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 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. *(Will be 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*