



## **POSITION ANNOUNCEMENT**

### **ABOUT AUGUSTA TECHNICAL COLLEGE**

Augusta Technical College, a unit of the Technical College System of Georgia, is a two-year college located in Augusta, Georgia. Since its opening in 1961, Augusta Technical College remains dedicated to promoting the educational, economic, and community development in its service area (Burke, Columbia, Lincoln, McDuffie, and Richmond Counties). The college offers over 100 academic programs in high-demand areas such as Allied Health Sciences & Nursing, Business, Public & Professional Services, Cyber, Digital, and Engineering Technologies accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). The college also offers adult education/GED, ESL, and continuing education programs through the Division of Economic Development.

### **ABOUT AUGUSTA, GEORGIA**

Augusta, GA is a regional center for medicine, biotechnology, and cyber security. Located near the Georgia/South Carolina border (Central Savannah River Area), the area holds many accolades: Most Neighborly City in America, Best Cities to Start a Business, and a Top Ten Places in the South to Hire Vets. The area is internationally known for the PGA's Masters Tournament held at the Augusta National Golf Club and being the home of James Brown; while also bolstering the Augusta Riverwalk, Savannah Rapids Pavilion, Evans Towne Center Park, and home of the US Army Cyber Center of Excellence at Fort Gordon.

### **ABOUT THE POSITION**

**Job Title:** Industrial Systems Technology Instructor

**Job Code:** 11413

**Campus Location:** Augusta Campuses

**Salary:** Commensurate with education and work experience.

### **MINIMUM QUALIFICATIONS**

A diploma in the field is required from a nationally accredited institution. Must have at least three years of full-time work experience in the field. Must have knowledge of direct and alternating current circuits, motor control circuits, pneumatic and hydraulic systems, programmable logic controllers, pumps and piping systems, industrial wiring, and industrial mechanics.

### **PREFERRED QUALIFICATIONS**

An associate degree from an accredited institution or completion of an equivalent military or company-sponsored program is preferred.

### **JOB SUMMARY**

The Industrial Systems Technology Instructor is responsible for delivering high-quality relevant, instruction in industrial systems technology, both in theory and practical applications. This role involves preparing lesson plans, developing course syllabi, assessing student progress, and maintaining accurate academic records. The instructor fosters a supportive learning environment, integrates instructional technology while engaging in continuous professional development, upholding safety standards, and providing academic support to students through collaborating with faculty and staff to enhance student success.

*A Unit of the Technical College System of Georgia*

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## COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of the college's academic programs
- Oral and written communication skills
- Skill to work cooperatively with students, faculty, and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job-related software programs
- Decision-making and problem-solving skills
- Skill in interpersonal relations and in dealing with the public.

## MAJOR DUTIES

- Prepares lesson plans for classroom instruction for general education courses
- Prepares standardized course syllabi using the provided College template
- Provides classroom and/or online instruction in the theory and practical applications of courses
- Evaluate students' progress in attaining goals and objectives based on established course grading requirements
- In coordination with the department head, measures program or departmental student learning outcomes for continuous student improvement and success
- Prepares and maintains all required documentation and administrative reports including class roster, class census reports, class attendance records, grade book, etc.
- Completes professional development training as required for specific classroom or online course delivery
- Accesses student information from college-wide data systems for advisement and registration purposes.
- Teaches program courses based on schedule needs
- Updates 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, required textbooks, required tools and supplies, evaluation, and grading procedures
- 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
- Prepares for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, and syllabi, reproducing materials, and using a variety of learning modalities including instructional technology to augment instruction
- Maintains course content that is current, well organized, and related to course objectives and to students' previous learning.
- Complete College online Learning Management System (LMS) training and implement LMS into course delivery
- Submits and updates all paperwork and required reports on time including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations
- Maintains credentials, licensure, and certifications required for teaching and for the profession
- Maintains control of class during instruction as well as handles disruptions in the classroom/lab
- Demonstrates respect for students as individuals
- Demonstrates accessibility in dealing with students' needs both individually and as a group; maintains posted office hours; and communicates clearly to students



- Demonstrates effectiveness in instructor performance as reflected by the majority of positive responses on student evaluations
- Counsel students with grades and attendance problems and refer students to the counseling center as needed
- Demonstrates effectiveness in instructional delivery as indicated by analysis of student performance on departmental tests and/or corrective actions taken to improve the instructional delivery system
- Maintains a copy of up-to-date state course standards to use as a reference in curriculum development and revision
- Other duties as assigned

**APPLICATION DEADLINE:** The position will remain open until filled. All application packets **MUST** be completed via the Online Job Center at [JobCenter \(easyhrweb.com\)](http://JobCenter.easyhrweb.com). As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter, and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, fingerprinting, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application. Official transcripts are required upon employment. **Note: Due to the volume of applications received, we are unable to contact each applicant personally. If we are interested in scheduling an interview, a representative from our college will contact you.**

#### **Equal Employment Opportunity Statement**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.