



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 has remained dedicated to promoting 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 cybersecurity. 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: Culinary Arts Instructor

Job Code: 11413

Campus Location: Augusta Site

Salary: \$55,400 - \$59,279.88 Annually; Commensurate with education and work experience.

Augusta Technical College has a remote work procedure which allows full-time non-essential staff members and full-time faculty up to eight (8) hours to be completed remotely with supervisor approval. Thirty-two (32) hours must be completed on campus per week.

JOB SUMMARY

The **Culinary Arts Instructor** will be responsible for delivering high-quality instruction in culinary arts courses, maintaining current and engaging curriculum, and fostering a safe, professional learning environment.

MINIMUM QUALIFICATIONS

- An Associate Degree in Culinary Arts or a closely related area from a regionally accredited institution.

PREFERRED QUALIFICATIONS

- A minimum of three years of full-time paid work experience in the field is preferred. Work experience should include those competencies, skills, and knowledge levels that the instructor will be expected to teach to include teaching interdisciplinary online courses.
- Teaching experience at the postsecondary level
- Excellent human relations skills, effective oral and written communication skills

- Knowledgeable of common software programs (i.e. Microsoft Word, Excel, PowerPoint), and the ability to implement technology into instructions.

COMPETENCIES

- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards for Degree, Diploma, and TCC curriculum
- Knowledge of pedagogical practice and theory
- Effective 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 to problem solve
- Skill in interpersonal relations and in dealing with the public

MAJOR DUTIES

Under general supervision:

- Teach program courses based on the schedule needs.
- Update 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.
- Establish 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.
- Prepare for class by selecting appropriate learning experiences as evidenced by the following: updating instructional materials such as handouts, syllabi; ordering supplies and equipment; reproducing materials; and using a variety of learning modalities, including instructional technology, to augment instruction.
- Maintain course content, which 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.
- Demonstrate 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.
- Demonstrate knowledge of current trends in the program's industry/business community and maintain contact with the business community and professional organizations.
- Submit and update all paperwork and required reports on time, including booklists, class schedules, termination reports, inventory, student purchase/cost list, and student evaluations.
- Select 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.
- Complete all staff development plan requirements each year and submit staff development 503 activity reports promptly.
- Maintain credentials, licensure, and certifications required for teaching and for the profession.
- Demonstrate effective written and oral communication skills.
- Maintain control of the class during instruction as well as handle disruptions in the classroom/lab.

- Demonstrate respect for students as individuals.
- Demonstrate accessibility in dealing with students' needs both individually and as a group; maintain posted office hours; and communicate clearly to students.
- Demonstrate 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 if needed.
- Access student information from school-wide student data systems for advisement and registration purposes. Demonstrate 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.
- Maintain a copy of up-to-date state program standards and program guides to use as reference in curriculum development and revision.
- Perform 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.