Position Announcement
July 2026

Position:	Adult Education GED Instructor
Position Status:	Adjunct
Application Deadline:	Open Until Filled
Primary Work Location:	Pulaski State Prison, Hawkinsville GA
Work Schedule:	Days and/or Evening / up to 19 hours per week during the academic term

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after July 15, 2026 based on candidate selections.

Position Responsibilities:

Under general supervision, responsible for providing literacy instruction to adult students pursuing upgraded literacy and basic academic skills in reading, writing, English, and high-school level math, possibly leading to a GED, including on-site instruction to inmate students at the Georgia Department of Corrections Pulaski State Prison. The current focus is on the ability to teach high school level math. Complete tasks and assignments associated with classroom instruction, such as record keeping, retention, reporting and recruitment of students. provides instruction to students in the Adult Education courses. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution as well as those established by the Department of Corrections. Position may involve teaching traditional day and/or evening classes or online classes and may require travel to any of the locations with the College's service area.

Projected Work Schedules / Locations:

The following work hours are projected; actual hours may vary depending on need. Work hours limited to up to 19 hours per week during each academic term based on scheduling. Position will be assigned to provide services at Pulaski State Prison, Hawkinsville, Ga.

- ✦ Tuesday and Thursday: 7:30 a.m. to 3:00 p.m.

Minimum Qualifications: Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:

- ✦ Earned Bachelor's Degree a related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education

Preferred Qualifications: Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:

- ✦ Documented experience in teaching adults who are low-level learners or teaching experience ✦ in the post-secondary setting
- ✦ Documented educational background in math
- ✦ Documented experience in teaching high school level or higher math

Salary / Benefits:
Hourly gross salary range in the $20's; actual hourly rate to be determined by the candidate's highest qualifying degree level at time of hire. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Application Procedure:
Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. CGTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal.

2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.

3. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts)*

4. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process

5. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.

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▪ Documented educational background in math
▪ Documented experience in teaching high school level or higher math