



## Position Announcement July 2023

<b>Position:</b>	Adult Education GED Instructor
<b>Position Status:</b>	Adjunct
<b>Application Deadline:</b>	Open Until Filled
<b>Primary Work Location:</b>	Pulaski County
<b>Work Schedule:</b>	Days and/or Evening / up to 29 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 27, 2023 based on candidate selections.*

### **Job Responsibilities:**

Under general supervision, responsible for providing literacy instruction to adult students who are pursuing upgraded literacy and basic academic skills in Reading, Writing, English & Math, possibly leading to a GED. Provide assessment, orientation, and instruction to adults at various instructional levels. 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 recordkeeping required; effective use of oral and written communication skills; and knowledge of current infield 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. 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 29 hours per week during each academic term based on scheduling. Position located in the Pulaski County service area.

- Monday to Thursday: 8:00 a.m. to 12:00 p.m.

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

- Earned Bachelor's degree in Education or a closely related field a related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education

**Preferred Qualifications, in addition to minimum 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 academically challenged and/or at-risk learners
- Documented teaching experience in the high school or post-secondary setting
- Documented strong educational or work background in math at the high school (11th/12th grade) level
- Documented experience in curriculum development
- Documented experience delivering online instruction in a virtual setting

**Salary / Benefits:**

Salary varies based on 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. GCTC 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)
3. 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

4. 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](mailto: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

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

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

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