



## Position Announcement August 2018

**Position:** Adult Education GED Instructor

**Employment Status:** Adjunct

**Application Deadline:** Until Filled

### Position Summary:

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 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. 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 hours are projected; actual hours may vary depending on need. Position located in the Bibb County service area. All applicants will be considered for both schedules.

- Monday through Thursday: 8:00 a.m. to 4:00 p.m.

### Minimum Qualifications

- Bachelor's Degree in Education or a closely related field from an accredited institution.

### Preferred Qualifications, in addition to minimum qualifications:

- Experience in teaching adults who are low-level learners
- Teaching experience in the post-secondary setting.

- Strong educational or work background in math and/or reading

**Salary / Benefits:**

Salary varies based on the candidate’s highest qualifying degree level at time of hire. Salary range is \$16 to \$20 per hour. 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:**

All applications and supporting documents must be submitted online by the posted deadline via the Central Georgia Technical College Job Center. A completed application packet consists of the following:

- A completed CGTC online application
- Current Resume or CV that outlines qualifications that demonstrates the applicant meets the minimum qualifications and if applicable, the preferred qualifications of the position
- Postsecondary transcripts that demonstrate the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements
- Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit transcript documentation as part of the application process
- Non-photo license(s) and/or certification(s) which fulfill the requirements of the position

Unofficial transcripts are accepted to the extent that they indicate that the degree or credential was earned/conferred; grade reports and diploma copies are not accepted in lieu of transcripts. Educational credentials, degrees, or coursework cannot be considered without transcripts. 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, please contact the Human Resources Office at 478 757 3449 or 478-218-3700.

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, gender, 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: [cjohnson@centralgatech.edu](mailto:cjohnson@centralgatech.edu).

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