



## Position Announcement October 2019

**Position:** Automotive Instructor

**Position Status:** Full time

**Application Deadline:** October 24, 2019

### **Position Summary:**

Under general supervision, provides instruction to inmate students in the Automotive Technology courses in the correctional facility setting. 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 the Department of Corrections. Position may involve teaching traditional day and/or evening classes and may require travel to with the College's service area.

### **Projected Work Hours / Location:**

This position will be assigned to Burruss Correctional Training Center in Forsyth, GA. Projected work hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday; actual work schedule will be determined based on meeting the needs of the correctional facility. Will require travel to other college and site locations as needed. This position is scheduled to work all 12 calendar months per year and at 40 hours per week.

### **Minimum Qualifications:**

- Earned GED or earned High School Diploma
- ASE Certifications in areas being taught
- Documented three (3) years paid full time experience working in field

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

- Earned College Diploma or higher in Automotive Technology or related field from a regionally accredited institution
- Teaching experience at a secondary (CTAE) or post-secondary level, preferably in a trade/industry discipline.
- ASE Certifications A1, A2, A3, A4, A5, A6, A7, A8, G1 & L1

### **Salary/Benefits:**

Projected annual gross salary of \$40,008.00. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience as based on meeting published minimum and

preferred qualifications. This is a fulltime position scheduled to work 12-months a year and 40 hours per week. Position is eligible for state benefits to include insurance, leave accrual, retirement and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

**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
- 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.