



## Position Announcement February 2024

**Position:** Engineering Technology Instructor (Dual Enrollment)

**Position Status:** Full Time

**Application Deadline:** Open Until Filled

**Primary Work Location:** Houston County College and Career Academy (Warner Robins)

**Projected Schedule:** 40 hours per week/ 12 calendar month per year (a 10-month prorated schedule option available)

*A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin after review; the position may close at any time following February 12, 2024 based on candidate selection.*

### **Position Summary:**

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. 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. Maintains program requirements, attends/completes 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. Maintains 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 will involve teaching high school dual enrollment and may also involve traditional day, online, and/or evening classes, and may require travel to high school and/or college campus/satellite locations within CGTC's service area.

**Physical Demands:** Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) – four (4) continuous hours at a time. The employee frequently lifts/carries objects that weigh 40lbs. Lab responsibilities are typically performed in an industrial setting and require that the employee stand/or walk for six (6) hours.

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

This position generally works normal business day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be assigned to the Warner Robins Campus with teaching

assignment at the Houston County College and Career Academy, and may require travel to any of the locations within the College's service area. This position has the option of a 10-month contract (late July-late May) per calendar year, at a prorated annual gross based on a 10-month work period and at 40 hours per week.

Teaching assignments may include teaching, and required travel, to one or more campus/site locations, to include dual enrollment programs and assigned locations, or any combination thereof, and may include a combination of face-to-face and distance instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

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

**Candidates must meet one of the following (Standard or Other) Qualifications**

Standard Academic Qualification	Other Qualification – Applicants who do not meet the standard academic qualification <u>may</u> be considered under the following criteria:
<ul style="list-style-type: none"><li>▪ Earned master's degree in Engineering from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education</li></ul> <p><b>-or-</b></p> <ul style="list-style-type: none"><li>▪ Earned master's degree with a concentration (a minimum of 18 graduate semester hours) in the teaching discipline) from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education</li></ul>	<ul style="list-style-type: none"><li>▪ Earned Associate Degree or higher in Engineering from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education with demonstrated competency* related to the teaching assignment, to include documented work experience in field</li></ul> <p><i>*Candidate must upload the <a href="#">CGTC Faculty Qualification Equivalency Form</a> and <b>supporting documentation</b> with their CGTC application demonstrate qualifications specific to the teaching discipline.</i></p>

**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 full-time work experience in field
- Documented teaching experience in secondary, postsecondary education, or training experience
- Documented online teaching/learning experience

**Salary/Benefits:**

**Target salary is the high \$50s annual gross based on 12-month contract. (Annual salary for 10-month contract will be prorated.) Salary to be determined by the candidate's highest qualifying degree and/or related experience based on meeting published minimum and preferred qualifications.** Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

### **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.
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](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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age,

political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

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

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 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.