



## Position Announcement July 2018

**Position:** Health Core/Nurse Aide Instructor

**Application Deadline:** July 24, 2018

**Employment Status:** Full Time

### **Position Summary:**

Under general supervision, provides instruction to students in the classroom and clinical settings, prepares external accrediting application, procures program equipment and supplies, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum as well as other Allied Health courses as assigned. 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 high school dual enrollment, traditional day and/or evening classes, online classes and may require travel to high school and/or college campus/satellite locations within CGTC's service area.

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

This position is projected to teach dual enrollment high school students at one or more of the following sites: Jones County, Putnam County, Twiggs County, Crawford County. Projected work hours are Monday-Thursday, 7:45 am-4:45 pm and Friday, 7:45 am-3:30 pm. Actual work schedule may vary depending on high school class schedule. Position will be located at the Macon campus with travel to assigned clinical sites and other college campus locations as needed.

### **Minimum Qualifications:**

- College Diploma in health related field from a regionally accredited educational institution
- Licensed Practical Nurse with current Georgia license.
- Documented three (3) years paid full-time, in-field work experience in patient care.

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

- Associate's degree or higher in health related field from a regionally accredited educational institution
- Documented clinical experience in a long term care setting

- Documented teaching experience in secondary, postsecondary education, or training experience.

**Salary/Benefits:**

Target salary is mid-upper \$40s annual gross. Actual salary will be determined by the candidate's highest qualifying degree level and related work experience. 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
- 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.