



**Position Announcement
December 2019**

Position: Horticulture Instructor

Position Status: Adjunct

Application Deadline: Until Filled

Position Description:

Under general supervision, the instructor will be responsible for providing guidance and instruction necessary to prepare inmate students with the technical competencies essential to horticulture. The instructor will perform all aspects of instruction for the horticulture program; effectively use oral and written communication skills; and knowledge of current in-field procedures; complete 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 and Department of Corrections. Position will require travel between two Corrections facilities and other travel as needed.

Position responsibilities include, but are not limited to the following :

Adheres to designated and approved lesson plan(s) using appropriate techniques and aids; develops course syllabi, goals, and objectives; conducts lecture, lab, and instructional activities, student advisement, evaluate students' progress, maintain all required documentation, performs, and/or supervises lab set up/take down and ensures lab safety requirements and other duties as defined by The Technical College System of Georgia; Maintain program requirements, attend/complete all professional development training;

Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure including GA Department of Corrections; demonstrates trustworthiness and responsible behavior; demonstrates eagerness to learn and assume responsibility; displays a "can do" approach to work; shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events; works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures; accepts direction and feedback from supervisor and follows through appropriately; works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; uses work time appropriately; exhibits and models positive work ethics. Performs other related duties as assigned.

Location / Schedule:

This position will work at Macon State Prison (Oglethorpe, GA) with a projected work schedule of 7:00 a.m. to 5:30 p.m., Monday through Thursday.

Minimum Qualifications:

- Earned Bachelor's Degree in Environmental Science or related field from an accredited institution

- Documented specialized training in Horticulture Studies or related field

Preferred Qualifications, in addition to minimum qualifications:

- Earned Master's Degree in Horticulture Science or in a related field from an accredited institution
- Documented three (3) or more years of industry experience
- Documented Certifications and/or Pesticide Applicators License for turf, ornamentals, greenhouse and aquatic pest management
- Documented teaching experience at the postsecondary level.
- Documented teaching or work experience in a correctional setting

Physical Demands / Work Environment:

- The work involves being exposed to wet and/or humid conditions. Exposure to outside weather conditions.
- The work is typically performed while sitting at a desk or table or while standing or walking.
- The work is typically performed in a classroom or applicable lab setting.
- In some program or course areas, physical demands may extend to physical movement and positions for extended time periods, including bending and lifting while standing or sitting.
- The work is performed on a prison campus in a controlled environment.
- Position requires computer skills to include student data input, order supplies, and correspondence via email.

The instructor should be able to accomplish all physical activities required of the general workforce in the technical area of teaching Horticulture, including:

- Physically demanding, involving walking, bending, lifting and carrying
- Physically use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel crouch, or crawl; talk or hear and taste or smell.
- Be able to, frequently lift and/or move up to 10 pounds, lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus— Glasses or corrected vision allowed.
- Be able to visually perceive objects – Glasses or corrected vision allowed
- Physically respond to any dangerous condition quickly
- Physically work in an environment with variable temperatures – includes classroom, lab or greenhouse
- Physically stand on your feet for at least 15 minutes an hour without a break
- Physically involve moving materials weighing up to 25 pounds on a regular basis such as tools, machinery, equipment, etc.,
- Physically bend at the waist – Be able to bend over and pick-up objects (plants, dirt) from the floor

Salary/Benefits:

Hourly gross rate to be determined. Gross Fee Per Course. 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
- 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.

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