



Position Announcement August 2023

Position: Industrial Systems Technology Instructor

Position Status: Full time

Application Deadline: Open Until Filled

Primary Work Location: Warner Robins Campus

Projected Work Schedule: 40 hours per week / 12 calendar months per year

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may begin following review; the position may close at any time following August 18, 2023 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.

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

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

Standard Academic Qualification	Other/Alternative Qualification – Applicants who do not meet the standard academic qualification <u>may</u> be considered under the following criteria:
▪ Earned Associate Degree in Industrial Systems Technology or closely related	▪ Earned post-secondary credential in Industrial Systems Technology or

<p>field in the teaching discipline from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and,</p> <ul style="list-style-type: none"> ▪ One (1) year minimum full-time documented work experience in the teaching discipline 	<p>closely related field from an academic institution accredited by an institutional accrediting agency recognized by the United States Department of Education, and</p> <ul style="list-style-type: none"> ▪ Other demonstrated competence* in the teaching discipline to include documented full-time work experience in field. <p><i>*Candidate must upload the CGTC Faculty Qualification Equivalency Form and supporting documentation with their CGTC application to demonstrate qualifications specific to the teaching discipline, such as related training, certification, work experience and/or post-secondary credential in field</i></p>
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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:*

- Earned Bachelor of Science in Industrial Systems Technology or closely related field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented experience with Instrumentation and Controls
- Post-secondary teaching experience

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 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, and or weekends, may be required as needed. Position will be located at the Warner Robins campus and may involve travel to other campus locations.

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.

Salary / Benefits:

Target annual gross salary is in the upper \$50s to mid \$60s. Actual salary to be determined the candidate's highest qualifying degree and/or related work 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. CGTC 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. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. 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*)
3. 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
4. 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.

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 (CGTC) does not discriminate on the basis of race, color, creed or religion, military status, national or ethnic origin, sex, age, or disability.

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director of 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.