



**Position Announcement
April 2026**

Position:	Surgical Technology, Instructor
Position Status:	Full-time
Application Deadline:	Open Until Filled
Primary Work Location:	Houston STEM and Career Academy
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 be held following review; the position may close at any time after May 6, 2026 based on a candidate selection.

Position Summary:

Under general supervision, the Surgical Technology Instructor is responsible for planning, organizing, and teaching courses in the SURG program as well as instructing in the clinical setting. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and 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 program 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. Provides assistance to Program Director in planning, developing and monitoring budget for equipment and supplies, and assisting with preparation of pertinent documents related to program function and accreditation. Maintains qualifications 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 traditional day and/or evening classes or online classes and will require travel to any of the instructional/clinical locations within the College's service area.

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 primarily assigned to the Houston STEM and Career Academy in Warner Robins, Georgia, and may be reassigned to another campus as needed to support instructional requirements. Travel may be required to any of the locations within the College's service area, to include dual enrollment and clinical sites. This position will work all 12 calendar months per year 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.

Salary / Benefits:

The selected candidate can expect to receive a contingent offer with an annual gross salary in the mid to upper \$50s. Actual salary to be determined by the candidate's highest qualifying degree 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).

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

- Be a graduate of an education program in surgical technology accredited by a nationally recognized programmatic accreditation agency and from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Must hold an active Georgia license in good standing as a Certified Surgical Technologist
- Must hold an active BLS/CPR card
- Documented minimum of two (2) years of experience, either in the operating room scrub role or as an instructor in surgical technology, or a combination of both, within the past five (5) years

Required Documentation: *Candidate must upload all required documentation to the CGTC applicant portal:*

- Current Resume
- Completed CGTC Job Application
- **ALL** transcripts from any academic institution in which post-secondary credit was earned and also which show all conferred educational degrees. Unofficial copies are acceptable as part of the employment packet; diploma copies are not accepted in lieu of a transcript.

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 Associate's degree or higher in Surgical Technology from an accredited program from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education
- Documented didactic and/or clinical teaching experience at the postsecondary level

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.

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

Equal opportunity and decisions based on merit are fundamental values of the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual's age, color, disability, genetic information, national origin, race, religion, sex, or veteran status ("protected status"). No individual shall be excluded from the participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual's protected status; nor shall any individual be given preferential treatment because of the individual's protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law.

Central Georgia Technical College is an equal opportunity employer. All employment processes and decisions, including but not limited to hiring, promotion, and tenure shall be free of ideological tests, affirmations, and oaths, including diversity statements. The basis and determining factor for such decisions should be that the individual possesses the requisite knowledge, skills, and abilities associated with the role, and is believed to have the ability to successfully perform the essential functions, responsibilities, and duties associated with the position for which the person is being considered. At the core of any such decision is ensuring the institution's ability to achieve its mission and strategic priorities in support of student success.

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

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Athletics and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cajohnson@centralgatech.edu.

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