

**Position Announcement**

**(Internal Announcement – CTC Employees Only)**

## Full Time Adult Education Instructor

Columbus Technical College is seeking an individual to serve as a Full-time Instructor for our Adult Education Program. This is a salary paid position with employment being contingent upon program enrollment. This individual will be responsible for general supervision, preparation of lesson plans for classroom instruction. This position also requires evaluation of student progress in attaining goals and objectives; attend staff development training, workshops, seminars, and conferences, and ensure all safety and security requirements are met in trainings. **This position requires a flexible schedule of morning, afternoon and evening classes to cover the 6 (Chattahoochee, Harris, Muscogee, Quitman, Stewart and Talbot) county service area. This position is full-time/exempt.**

**Responsibilities:**

* Instruct students in basic core curriculum (math, language, science, social studies and reading)
* All Levels of Learning (3rd-12th)
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Provides learning guidance to students
* Develop teaching methods and maintain management procedures and documentation
* Promotes the adult education program to public and private organizations through the Service Delivery Area
* Ensure safety and security requirements are met in the training areas
* Assist with recruitment and retention efforts
* Strong time management and organization skills
* Effective written and oral communication
* General Computer knowledge (Microsoft Word, Excel)
* Other job related duties as assigned
* Prepares lesson plans for classroom instruction and obtains or prepares instructional materials for classroom use
* Provides learner guidance to students;
* Evaluates students' ongoing progress and performance in attaining goals and objectives;
* Promotes the adult education program to public and private organizations through the Service Delivery Area of the college;
* Participates in EAGLE competition;
* Prepares and maintains all required documentation and administrative reports;
* Plans, organizes and participates in staff development and team conferences;

**Minimum Qualifications**

* Completion of a bachelor's degree from a college or university, preferably in education or a related field.

**Preferred Qualifications**

* One year specialized teaching experience within an adult education environment in a classroom setting
* Working knowledge of GALIS and TABE Online

**Salary**

Salary is commensurate with education and experience. Benefits include state holidays, annual leave, and sick leave, State of Georgia Retirement, Health and Flexible Benefits Program.

**Application Deadline**

For consideration, applications should be received by February 21, 2018. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.