



**Basic Law Enforcement Adjunct Instructor
Part Time (As Needed)
Gordon County Campus**

Job Summary:

Georgia Northwestern Technical College is seeking qualified applicants for the part-time position of Basic Law Enforcement Adjunct Instructor to be located on the Gordon County Campus and may be required to travel to other campuses to meet operational requirements. The instructor will teach face to face classes at the Gordon Campus. This position will report to the Dean of Business and Public Service Technologies. The instructor is responsible for performing all aspects of instruction for the program.

Duties/Responsibilities:

- Develops program and course outlines, goals and objectives;
- Prepares lesson plans for classroom instruction for credited technical/occupational courses;
- Evaluates students' progress in attaining goals and objectives;
- Requests and maintains supplies and equipment and prepares required budget requests;
- Maintains program certification requirements, as appropriate;
- Prepares and maintains all required documentation and administrative reports;
- Ensures safety and security requirements are met in the training area;
- Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students;
- Assists with recruitment, retention and job placement efforts; and
- Other duties as assigned.

Competencies:

- Knowledge of pedagogical practice and theory.
- Knowledge of the mission of postsecondary vocational/technical education.
- Knowledge of academic course standards.
- Knowledge of the college's academic programs.
- Skill to work cooperatively with students, faculty and staff.
- Skill in the preparation and delivery of classroom content.
- Skill to make timely decisions.
- Skill in the operation of computers and job-related software programs.
- Decision making and problem-solving skills.
- Skill in interpersonal relations and in dealing with the public.
- Oral and written communication skills.

Minimum Qualifications:

- Bachelor's Degree or higher in Criminal Justice or related field *and* 6 years of civilian Law Enforcement experience in the 15 years prior to the hire date with 4 of those years in a patrol division or equivalent at any rank **OR** Associate's Degree in Criminal Justice or related field or at least 50 hours of college credit, with 5 years of full-time continuous civilian Law Enforcement experience in the 10 years prior to hire date, with 4 of those years in a patrol division or equivalent at any rank.

- P.O.S.T. Peace Officer certification and Instructor Training (be in good standing with P.O.S.T. Council).
- Applicant must be able to perform physical training on a daily basis and have the knowledge of minor maintenance of police equipment.

Preferred Qualifications:

- Master's Degree in Criminal Justice or related field
- Supervisory or Management Experience.
- Advanced Law Enforcement Certification.
- Instructor certifications in Defensive Tactics, Firearms, Emergency Vehicle Operations.

Physical Demands:

Work is performed in a variety of environments, including **classrooms, offices, gymnasiums, firearms ranges, and outdoor training venues**, requiring high mobility. The instructor must be capable of demonstrating and actively participating in all practical training disciplines.

Salary: \$30.93 per hour.

Benefits:

This is a part-time position and there are no benefits available.

Application Deadline: Open until filled.

Application Process:

All application packets **MUST** be completed via the GNTC Online Job Center at www.gntc.edu/about/employment/. We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

A Unit of the Technical College System of Georgia

Equal Opportunity Employer

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC complies with 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 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. Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, ebarksdale@gntc.edu.