



**English Instructor Adjunct  
Part-Time  
From Here to Career Academy**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified candidates for the position of a part-time online English instructor to teach at their high school. Specific teaching schedules will be determined by the Dean of General Education. May be required to travel to other campuses to meet operational requirements.

**Duties/Responsibilities:**

- Provides professional instruction based on approved course syllabus. Ensures that desired course outcomes meet the stated objectives;
- Prepares curriculum and syllabus for coursework taught;
- Evaluates students' progress in attaining goals and objectives;
- Administers and grades class examinations;
- Maintains records of student attendance and grades;
- Attends in-service training, workshops and seminars, as needed;
- Maintains program certification requirements;
- Ensures safety and security requirements are met in the training areas;
- Assists with recruitment, retention and job placement efforts;
- Meets with students, staff members, supervisors, as needed;
- Other duties as assigned.

**Competencies:**

- Skill in developing lesson outlines and materials
- Knowledge of vocational area of assignment
- Skill in presenting subject matter
- Skill in administering tests to evaluate progress
- Skill in the use of computers and job related software programs
- Skill in interpersonal relations and in dealing with adult learners
- Oral and written communication skills
- Knowledge of student information

**Required Qualifications:**

Master's degree or higher in English or a related master's degree or higher with 18 graduate semester hours in English (ENGL) courses.

**Preferred Qualifications:**

Teaching experience at a Technical College System of Georgia (TCSG) college. Teaching experience in online and hybrid classes. Blackboard certification. Three years' work experience in the last seven years. Excellent organizational, communication, and interpersonal skills.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** paid by lumpsum semi-monthly based upon contact hours

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**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/](http://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 applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status or citizenship status (except in those special circumstances permitted or mandated by law). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).