



**Instructor of English
Dual Enrollment Program
Lakeview Fort Oglethorpe High School**

Job Summary:

Georgia Northwestern Technical College is seeking qualified candidates who are current or prospective employees of Lakeview Fort Oglethorpe High School for the position of **English Dual Enrollment Instructor at Lakeview Fort Oglethorpe High School**. Specific teaching schedules will be determined by the Dean of General Education. This position requires faculty to use the Blackboard Ultra Learning Management System throughout a term. This position requires an on-campus work environment presence and does not offer a telework option.

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:

Current or prospective employee of Lakeview Fort Oglethorpe High School. Master's Degree in English, Literature, Creative Writing or Professional Writing *or* Master's Degree in a related field with 18 graduate semester hours in English.

Preferred Qualifications:

Teaching experience at a Technical College System of Georgia (TCSG) college. Teaching experience in an online setting. Blackboard Ultra Certification. Three years' work experience

in the last seven years. Excellent organizational, communication, and interpersonal skills.

Other Requirements:

Internet access sufficient for online instruction, and computer access with the ability to connect to GNTC servers.

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: Lump sum semi-monthly based upon contact hours or MOU

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, paid parental leave, educational support leave, options in the State of Georgia health and flexible benefits package, 401K & 457 options, a choice of two retirement systems dependent upon position: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia.

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: Linda McEntire, Floyd County Campus, Building I Room 105, 706-516-5184, lmcentire@gntc.edu.