

POSITION ANNOUNCEMENT



|  |  |
| --- | --- |
| **POSITION TITLE:** | **English Instructor** |
| **POSITION DESCRIPTION:**Faculty will provide instruction to students in General Education English courses. Under general supervision, the faculty member will establish a classroom environment conducive to student learning and success. The faculty member will be responsible for preparing lesson plans, developing course syllabi, and assessing student learning outcomes. Committee participation is expected, as well as other department, college, and community projects. The faculty member will also participate in professional development activities to enhance skills in various modes of instruction and knowledge of learning. Additionally, the faculty member will:* Prepare and maintain all required documentation and administrative reports.
* Ensure safety and security requirements are met in the classroom.
* Assist with student recruitment, enrollment, and retention activities.
* Assist in the budget process of requesting and maintaining instructional equipment and supplies for classrooms/laboratories.
* May perform related duties such as advising students on academic curricula.
 |
| **MINIMUM QUALIFICATIONS:*** A Master's degree in English or a Master’s degree with a concentration (18 semester hours) in English from a regionally accredited institution.
* Experience as an instructor/teacher in a secondary or postsecondary setting.
* Excellent human-relations, interpersonal skills, and strong verbal and written communication skills required.
 |
| **PREFERRED QUALIFICATIONS:*** Postsecondary teaching experience.
* Three years paid work experience in-field within the past seven years.
* Experience with teacher preparation, instruction, instructional methodologies, evaluation and assessment.
 |
|  |
| **SALARY/BENEFITS:**Commensurate with qualifications. Benefits include paid state holidays, annual and sick leave, retirement options, and State of Georgia Flexible Benefits package. |
|  |  |
| **APPLICATION DEADLINE:** Open Until Filled |
|  |  |
| **TO APPLY:** Please submit an online application using the OTC online job center website. All positions require a pre-employment criminal background investigation, education, and employer/professional reference checks. Some positions may additionally require a motor vehicle record search, credit history check, and/or drug screen. All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Copies of all transcripts should be submitted at the time of application for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or employment@ogeecheetech.edu.The following individuals have been designated to handle inquiries regarding the non-discrimination policies: For Title IX: Christy Rikard, Office: 198C, Phone: 912.486.7607, crikard@ogeecheetech.edu. For ADA/Section 504: Sabrina Burns, Accessibility and Special Populations Coordinator, Office: 189, Phone: 912.486.7211, sburns@ogeecheetech.edu.As set forth in its student catalog, Ogeechee Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Ogeechee Technical College One Joseph E. Kennedy Blvd., Office 191, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486-7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, Ogeechee Technical College, One Joseph E. Kennedy Blvd., Office 189, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu |
|  |  |
|  |