

**Job Announcement**

**Position:**  English Instructor (10 month annual instruction)

**Location: LaGrange Campus**

**Department:** Academic Affairs

**Reports to:** Associate Dean, School of Arts and Sciences

**FLSA Designation:** Exempt; works minimum of 40 hours per week

**Nature of Duties**

Under general supervision prepares lesson plans for classroom instruction for credited technical/occupational courses; develops program curriculum, syllabi, goals, and objectives; evaluates students’ progress in attaining goals and objectives. Requests and maintains supplies and equipment and prepares budget requests; maintains program certification/accreditation requirements as appropriate. Prepares and maintains all required documentation and administrative reports; attends professional development training, workshops, seminars, and conferences; ensures safety and security requirements are met in the discipline area; meets with students, staff members and other educators to discuss students’ instructional programs and other issues; assists with recruitment, retention, and job placement efforts. Teaches a standard semester faculty load during Fall and Spring semester; will not instruct during the Summer semester. Teaches English courses in a classroom/lab/field environment that closely simulates the environment of the industry while maintaining knowledge of current trends and developments in the field. Provides instruction in the theory and practical applications of English; establishes, measures, and evaluates program or departmental student learning outcomes for continuous student improvement and success. Requires strong computer skills, communication skills, and ability to interact effectively with a diverse student population. Position may require committee and project assignments or other duties as assigned as well as day/evening/distance learning classes and activities.

**Minimum Qualifications: (candidates must meet all minimum qualifications to be considered)**

* Master’s Degree in English or Master’s degree in a related discipline with 18 hours in the teaching discipline from an accredited institution
* Valid Driver’s License

**Preferred Qualifications:**

* PhD in English
* Teaching experience at the postsecondary level
* Experience teaching in an online or hybrid environment

**Reporting Term: 10 months per year – Fall and Spring Semester Instruction**

**Salary/Benefits**

Based on qualifications. Benefits include paid state holidays, vacation and sick leave, retirement, and the State of Georgia Flexible Benefits Program.

**Method of Application**

Interested candidates must complete the electronic application process prior to the closing date at the [WGTC Job Center](https://www.easyhrweb.com/JC_WestGaTech/joblistings/joblistings.aspx).

***Employment Policy***

*The Technical College System of Georgia and West Georgia Technical College do not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law) in educational programs, activities, admissions or employment. All applicants will be considered; however, only selected applicants may be interviewed.  Approval of employment does not constitute a contract.  Continued employment is contingent upon job performance and funding.*

***Notes***

1. *Unofficial Transcripts, resume, and proof of applicable certifications\licensure are required for consideration. Official transcripts and prior employment verification required within 30 days of hire for continuous employment.*
2. *Selected candidate must successfully complete a background check to include employment references, criminal history, and verification of employment prior to hire.*
3. *West Georgia Technical College is not currently sponsoring work visas at this time.*
4. *This position is not eligible for relocation assistance.*