**Custodial Skills Instructor** (PT)

Albany Technical College seeks a part-time Custodial Skills Instructor. Under general supervision, the Custodial Skills Instructor will be responsible for instructing Custodial Skills classes to adults enrolled through the Goodwill Training Center. He/she will create a syllabus and learning objectives, teach and assist students in the classroom, provide knowledge and skills that could help students obtain a job as a custodian and be successful in the job. The Instructor will assess students’ skills, knowledge and/or abilities pertaining to custodial tasks, life skills, interpersonal skills, and work habits. He/she will collaborate with Goodwill Industries of the Southern Rivers to improve the quality of student outcomes, develop solutions and plan curriculum. He/she will prepare instructional materials, documents, and a variety of manual and electronic files and records (e.g. grades, attendance, pass/fail reports) for the purpose of implementing lesson plans and documenting student progress while providing necessary information to appropriate parties. The Custodial Skills instructor will assess need for student accommodations and provide necessary accommodations to improve student success. The position requires the candidate to be available during the morning hours, 9:00am- 12:00pm, Monday -Thursday. Course length is one month. This course is taught 3 to 4 times per year.

**Minimum Qualifications:** The applicant MUST possess an Associate’s Degree or higher in Business, Teaching, or a related field. \*AND\* two (2) years of experience teaching or training.

**Preferred Qualifications**: The applicant MUST possess a Bachelor’s Degree in Business, Teaching or a related field\*AND\* experience working with special populations or at-risk adults.

**Physical Demands:** Work is typically performed in a classroom or laboratory setting with intermittent sitting or walking in various settings. The employee occasionally lifts or moves objects of a light to medium weight. Hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** This is a part-time position and does not include insurance benefits. Salary is commensurate with education and work experience.

**Application Deadline:** All applications packets MUST be completed via the Online Job Center at <https://www.easyhrweb.com/JC_Albany/JobListings/JobListings.aspx> . As a part of the application process, interested candidates will be required to upload other documents including a resume, cover letter and unofficial transcripts (see job center listing for more details). This posting will be removed from the Online Job Center once the position has been filled. For more information regarding this position or application instructions, please contact the Human Resources Office at 229-430-6597. 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, fingerprinting, 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. Official transcripts are required upon employment. Albany Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic

origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law.

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| **Title IX Coordinator:**Kathy Skates, Vice-President of Administration1704 South Slappey Blvd.Albany, GA 31701229.430.3524 | **Equal Opportunity Officer:**Lola K. Edwards-Director of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 | **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator,1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |