**High School Instructor – Dual Achievement Program (**FT- Grant Funded**)**

Albany Technical College seeks a well-qualified, highly motivated individual to fill the position of High School Instructor to support the Dual Achievement Program. We are seeking an instructor with Science, Math, English and/or Social Studies certification. Three of the four areas are strongly preferred. All three certifications are preferred. Under general supervision, the instructor will teach each class at the general education high school level. He/she will manage face-to-face, online, and/or hybrid classes. The instructor will evaluate student progress and performance in attaining goals and objectives. In addition to maintaining a secure classroom environment, the instructor must collaborate with adjunct instructors and their students. The instructor will utilize word processing and other job-related software to routinely draft documents, generate reports, and complete other tasks or assignments. He/she will help coordinate meetings and events, manage activities, participate on committees and work on special projects as directed by the supervisor. The instructor will be required to exercise a high level of confidentiality and demonstrate professionalism, show positive and effective interactions with the public, and possess office proficiency and organizational skills. General competencies include knowledge of the mission of postsecondary vocational/education and the Georgia High School Performance Standards. The instructor must have excellent oral and written communication skills, and the ability to interact with diverse populations.

**Minimum Qualifications**: The candidate MUST possess a Bachelor of Arts degree in Math, English, Science, and/or Social Studies, \*OR\* have a Bachelor of Arts degree in any related field \*AND\* have eighteen (18) graduate semester hours in the teaching discipline from an academic institution that is accredited by an instructional accrediting agency recognized by the US Department of Education.

**Preferred Qualifications**: The candidate MUST possess a Bachelor of Arts degree in Math, English Science, and/or Social Studies \*AND\* have two (2) years of teaching experience at the secondary and/or post-secondary level; plus be currently certified by the GaPSC.

**Physical Demands:** Work is typically performed in an office environment with intermittent sitting or walking in various settings. Must frequently lift and carry lightweight objects occasionally. Full range of hand and finger motion may be required for data entry purposes.

**Salary/Benefits:** Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

**Application Deadline:** The position will remain open until filled.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.

***Note: Due to the volume of applications received, we are unable to personally contact each applicant.***

 ***If we are interested in scheduling an interview, a representative from our college will contact you.***

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| **Title IX Coordinator:**Dorene Aquino HR Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.6597 | **Equal Opportunity Officer:**Lola K. Edwards, Office of Human Resources1704 South Slappey Blvd.Albany, GA 31701229.430.1702 |  **Section 504 Coordinator:**Regina Watts, Special Needs Coordinator1704 South Slappey Blvd.Albany, GA 31701229.430.2854 |