



Position Announcement May 2024

Position:	Criminal Justice Instructor
Application Deadline:	Until filled
Position Status:	Adjunct
Work Locations:	Baldwin County College and Career Academy; Foothills program
Work Schedule:	Evenings, 2 days per week during the academic term
Projected Start Date:	July 31, 2024

A review of completed application packets may begin upon receipt. Interviews of qualified candidates may be held following review; the position may close at any time after May 23, 2024 based on candidate selections.

Position Description:

Under general supervision, provides instruction to students in the classroom and lab settings, prepares syllabi and lesson plans. Develops program goals and objectives. Evaluates students' progress in attaining goals and objectives. The instructor must possess the ability to teach all phases of the curriculum. Demonstrates the use of appropriate teaching techniques; use of appropriate testing and grading procedures including proper maintenance of grade books and any other record-keeping required; effective use of oral and written communication skills; and knowledge of current in-field procedures. Follows approved course syllabus. Maintain program requirements, attend/complete all professional development training; meet with students and college personnel to discuss students' instructional programs and other issues. Evaluates student progress in attaining goals and objectives. Completes all reports, records and invoices in a timely manner and maintains accurate inventory of all assigned properties. Maintain qualifications for employment as described by the Technical College System of Georgia (TCSG) Policy Manual and accreditation standards. Follows rules and regulations as described by the TCSG Policy Manual and other policies and procedures established by the institution as well as those of the Baldwin County College and Career Academy. Position may involve teaching traditional day and/or evening classes or online classes and may require travel to instructional locations within the College's service area.

Location/Schedule:

Position will be assigned to the Baldwin County College and Career Academy, Milledgeville, Ga. Class times are projected to be from 5:00 p.m. to 7:30 p.m., classes dates will be Monday and Wednesday **OR** Tuesday and Thursday. Actual schedules may vary each academic term.

Salary / Benefits:

This position is paid a set fee per course rate based on a \$24 gross hourly rate per contact hour. Compensation may include additional stipends for student contact hours, orientation and trainings, course development, etc. Adjunct positions are temporary, time-limited appointments encompassing a single academic term or period and do not imply or suggest a continuance of employment or a promise

of future full-time employment. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS). Adjunct positions are not eligible for TRS or ERS retirement benefits, state insurance, leave or holiday pay.

Minimum Qualifications: *Must upload transcripts which show conferred educational degrees and document qualifications in the employment history:*

Candidate must meet one of the following (Standard Academic or Other) Qualifications:

Standard Academic Qualification:

- Earned Master's degree in criminal justice or related area from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education.

OR

- Earned Master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in Criminal Justice) from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education. *(An earned JD does not qualify.)*

Other Qualification – Applicants not meeting the standard academic qualification may be considered under the following criteria:

- Earned Bachelor's degree in criminal justice field from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education, and,
- Documented paid full-time work experience in field with demonstrated competence* in the teaching discipline.

Candidate must upload the [CGTC Faculty Qualification Equivalency Form](#) and supporting **documentation with their CGTC application to demonstrate qualifications specific to the teaching discipline, such as related work experience, certification, scholarship, etc..*

Preferred Qualifications, in addition to the minimum qualifications: *Preference may be given to applicants who, in addition to meeting the minimum qualifications, provide transcripts of conferred degrees and demonstrate in the employment history possession of one or more of the following:*

- Documented teaching experience at the postsecondary level

Application Procedure:

Applicants are required to complete the employment application in full and provide supporting documentation by the stated closing deadline for the position. GCTC does not accept mailed, faxed, or hand-delivered applications.

Applicants who complete the application procedure will be evaluated for meeting the position requirements based on the published job responsibilities, meeting the minimum and preferred qualifications based on the educational history, employment skills presented under job duties in the application system against the published job announcement. A completed application packet consists of the following:

1. A completed CGTC electronic application in the CGTC application portal. Resumes are not accepted in lieu of the CGTC electronic application. If submitted as supporting documentation it will not be considered in the applicant evaluation.
2. Postsecondary transcripts that demonstrate the conferral of the degree, if applicable, and demonstrates the applicant meets the educational minimum requirements and, if applicable, the preferred educational requirements (*grade reports and diploma copies are not accepted in lieu of transcripts*)
3. Positions requiring a High School Diploma or GED as a minimum qualification do not have to submit a HSD/GED transcript documentation as part of the application process
4. Non-photo license(s) and/or certification(s) which fulfill the minimum, and if applicable the preferred qualifications stated in the job announcement

Incomplete application packets at the time of the position closing may not be considered. It is the responsibility of the applicant to obtain and upload the application documentation by the stated deadline.

For more information concerning our application process or available positions, please contact the Human Resources Office at 478-757-3449 or 478-218-3700 or via email to cdominy@centralgatech.edu.

All applicants are subject to the following applicable pre-employment screenings:

Criminal History Records	Motor Vehicle Records
Employment References	Pre-Employment Drug Test
Fingerprint Records	Credit History Records
Psychological Screening	Medical Examination

Central Georgia Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, disabled veteran, veteran of the Vietnam Era, or citizenship status (except in those special circumstances permitted or mandated by law).

The Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals and Compliance, Room A136, 80 Cohen Walker Drive, Warner Robins, Ga, 31088; Phone (478) 218-3309; Fax (478) 471-5197; Email: cjohnson@centralgatech.edu.

All application materials are subject to the Georgia Open Records Act O. C. G. A. §50-18-70.