



Position Announcement December 2024

Position:	English Instructor
Position Status:	Full time
Application Deadline:	Open Until Filled
Primary Work Location:	To Be Determined
Projected Work Schedule:	40 hours per week / 12 calendar months per year

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 following December 13, 2024 based on candidate selections.

Position Summary:

Under general supervision, provides associate-level English instruction to students in the classroom settings, prepares syllabi and lesson plans. Develops program 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. Maintains program requirements, attends/completes 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. This position may also serve as a lead instructor to provide mentoring support to adjunct faculty teaching in the discipline. Maintains 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. Position may involve teaching traditional day and/or evening classes or online classes and will require travel within the college's service area and additional travel as needed.

Projected Work Hours/Location:

Position will be assigned to Macon campus or Warner Robins campus, to be determined, and may require a split shift at between the campus locations and/or travel to any of the locations within the College's service area, to include dual enrollment sites. This position generally works normal business day hours of 7:45 a.m. to 4:45 p.m. Monday through Thursday, and 7:45 a.m. to 3:30 p.m. Friday. Additional hours or a flexible schedule to include evenings may be required as needed. Position will be assigned to the Macon campus and may require a split shift at the Warner Robins campus and/or travel to any of the locations within the College's service area, to include dual enrollment sites. This position will work all 12 calendar months per year and at 40 hours per week.

Teaching assignments may include teaching, and required travel, to one or more campus/site locations, to include dual enrollment programs and assigned locations, or any combination thereof,

and may include a combination of face-to-face and distance instructional delivery methods. Faculty may be assigned to any campus/site based on the business needs of the college.

Salary / Benefits:

Target annual gross salary is mid to upper \$50s. Actual salary to be determined by the candidate’s highest qualifying degree based on meeting published minimum and preferred qualifications. Position is eligible for state benefits to include retirement, insurance, leave accrual and holiday pay. CGTC is a member of Teachers Retirement System of Georgia (TRS) and Employees Retirement System of Georgia (ERS).

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	Other/Alternative Qualification – Applicants who do not meet the standard academic qualification <u>may</u> be considered under the following criteria:
<ul style="list-style-type: none"> ▪ Earned Master’s degree in English from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education <p>or</p> <ul style="list-style-type: none"> ▪ Earned Master’s degree with a concentration (a minimum of 18 graduate semester hours) in the teaching discipline* from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education <p><i>*Education courses related to the teaching of English are not considered discipline specific in meeting this requirement. Coursework must be in English or closely related discipline aligned to course competencies.</i></p>	<ul style="list-style-type: none"> ▪ Earned Master’s degree (<i>*Bachelor’s degree in field may be considered</i>) from an academic institution that is accredited by an institutional accrediting agency recognized by the United States Department of Education with demonstrated competence* in teaching discipline. <p><i>*Candidate must upload the CGTC Faculty Qualification Equivalency Form and supporting documentation with their CGTC application to demonstrate qualifications specific to the teaching discipline. Examples include, but are not limited to, scholarship, continuing professional development and/or professional licensure or certification related to the teaching discipline</i></p>

Preferred 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.
2. As applicable, applicants for instructional positions are asked to provide a resume in addition to completing the CGTC application. Applicants for non-instructional positions may provide a resume if they wish. Submission of the resume does not replace the requirement to complete the CGTC electronic application.
3. 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*)
4. 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
5. 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

As set forth in its student catalog, Central Georgia Technical College (CGTC) complies with applicable Federal civil rights laws and does not discriminate on the basis of race, color, creed or religion, national or ethnic origin, sex (including pregnancy, sexual orientation, and gender identity), disability, age, political affiliation or belief, genetic information, veteran or military status, marital status, or citizenship status (except in those special circumstances permitted or mandated by law).

The following person has been designated to handle inquiries regarding the non-discrimination policies:

The Title VI/Title IX/Section 504/ADA Coordinator for CGTC nondiscrimination policies is Cathy Johnson, Executive Director for Conduct, Appeals, & Compliance; Room A-136, 80 Cohen Walker Drive, Warner Robins, GA 31088; Phone (478) 218-3309; Fax: (478) 471-5197; Email: cajohnson@centralgatech.edu.

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