

**Position Announcement**

## Part Time Instructor (Adjunct) - Barber Program

Columbus Technical College is seeking an individual to serve as a part-time Technical Instructor in our Barber Department. This individual will be responsible for teaching in all areas of Barbering to include haircutting and styling, skin, scalp, facials, and shaving techniques along with general supervision, preparation of lesson plans for classroom and lab hands on lab instruction. This position also requires evaluation of student progress in attaining goals and objectives; attend staff development training, workshops, seminars, and conferences, and ensure all safety and security requirements are met in trainings. **This position is part-time/non-exempt.**

**Responsibilities:**

* Instruct students in all areas of barbering
* Follow state standards in developing program and course outlines, goals and objectives
* Evaluate students’ progress in attaining goals and objectives
* Request and maintain supplies, tools, and equipment
* Develop teaching methods and maintain management procedures and documentation
* Meet with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students
* Ensure safety and security requirements are met in the training areas
* Assist with recruitment, retention, and job placement efforts
* Maintain program certification requirements, as appropriate
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision and evaluation skills
* General Computer knowledge (Microsoft Word, Excel)
* Other job related duties as assigned
* Excellent Work Ethics and customer service skills

**Minimum Qualifications**

* Georgia State board of Barber Master License \*and\* completed comparable barber courses
* A minimum of 5 years recent in field work experience as a Barber or Barber Instructor
* Basic Computer Skills

**Preferred Qualifications**

* Georgia State Board of Barber Instructor License
* A degree from an accredited college or university

**Salary/Benefits**

Salary is commensurate with education and experience.

**Application Deadline**

This position will be available until filled. Applicants must submit a Columbus Technical College employment application online at [www.columbustech.edu](http://www.columbustech.edu) CTC Employment, and upload a cover letter and resume at time of application (Incomplete submissions will not be considered). **Background check is required.**

**Employment Policy**

The Technical College System of Georgia and its constituent Technical Colleges do 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, spouse of military member or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Investment Act of 1998 (WIA) Title I financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

The Technical College System of Georgia and its colleges shall promote the realization of equal opportunity through a positive continuing program of specific practices. The following person has been designated to handle inquiries regarding the nondiscrimination policies for Columbus Technical College: Patricia Hood, Executive Director of Human Resources and Title IX and Section 504 Coordinator, 928 Manchester Expressway, Columbus, GA 31904 or 706-649-1883.

Posted: 6/16/15

**Job Title: Adjunct Faculty (APO) Job Code: 10317**

**Supervisor: Program Director**

**JOB SUMMARY**

The Adjunct Faculty (APO) is responsible for developing curriculum and presenting instruction in subject areas. **Payment method for employees assigned to this job is “APO, lump-sum, fee-for-service.”**

**MAJOR DUTIES**

􀀀 Provides professional instruction based on approved course syllabus. Ensures that desired course outcomes meet the stated objectives;

􀀀 Prepares curriculum and syllabus for coursework taught;

􀀀 Evaluates students’ progress in attaining goals and objectives;

􀀀 Administers and grades class examinations;

􀀀 Maintains records of student attendance and grades;

􀀀 Attends in-service training, workshops and seminars, as needed;

􀀀 Maintains program certification requirements;

􀀀 Ensures safety and security requirements are met in the training areas;

􀀀 Assists with recruitment, retention and job placement efforts;

􀀀 Meets with students, staff members, supervisors, as needed.

**COMPETENCIES**

􀀀 Skill in developing lesson outlines and materials

􀀀 Knowledge of vocational area of assignment

􀀀 Skill in presenting subject matter

􀀀 Skill in administering tests to evaluate progress

􀀀 Skill in the use of computers and job related software programs

􀀀 Skill in interpersonal relations and in dealing with adult learners

􀀀 Oral and written communication skills

􀀀 Knowledge of student information systems

**MINIMUM QUALIFICATIONS**

􀀀 Minimum qualifications for this position will be determined by the teaching discipline and compliance with appropriate accrediting bodies. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.

**PREFERRED QUALIFICATIONS**

Preferred qualifications may vary from location to location.