



**English Dual Enrollment Instructor  
Part-Time  
Heritage High School**

**Job Summary:**

Georgia Northwestern Technical College is seeking qualified candidates for the position of **English** dual enrollment instructor at **Heritage High School**. Specific teaching schedules will be determined by the Dean of General Education. This position requires faculty to use the Blackboard Ultra Learning Management System throughout a term.

**Duties/Responsibilities:**

- 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
- Other duties as assigned

**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

**Required Qualifications:**

Master's Degree in English, Literature, Creative Writing or Professional Writing OR Master's Degree in a related field with 18 graduate semester hours in English.

**Preferred Qualifications:**

Teaching experience at a Technical College System of Georgia (TCSG) college. Teaching experience in an online setting. Blackboard Ultra Certification. Three years' work experience in the last seven years. Excellent organizational, communication, and interpersonal skills.

**Other Requirements:**

Internet access sufficient for online instruction, and computer access with the ability to connect to GNTC servers.

**Physical Demands:**

Work is typically performed in a classroom or office environment with intermittent sitting, standing, or walking in various settings. The employee occasionally lifts or moves objects to a light to medium weight. Full range of hand and finger motion may be utilized for data entry purposes. If the job involves driving, physical requirements include the ability to operate a vehicle and sit for extended periods.

**Salary:** Paid by lump sum semi-monthly based upon contact hours.

**Benefits:**

If this is a part-time position, no benefits are available. If this is a full-time position, benefits include: 13 paid State holidays, annual and sick leave, paid parental leave, a State of Georgia benefits package that includes Health, Dental, Vision, Life, etc. A choice of two retirement systems: Teachers Retirement System of Georgia or the Employee's Retirement System of Georgia based upon position and 401K options.

**Application Deadline:**

Open until filled.

**Application Process:**

All application packets MUST be completed via the GNTC Online Job Center at [www.gntc.edu/about/employment/](http://www.gntc.edu/about/employment/). We do not accept resumes, transcripts, etc. in any other format except through the Online Job Center. As a part of the application process, interested candidates will also be required to upload documents such as a resume, work references, contact information, education credentials such as licenses, certifications, and transcripts, if applicable and those applicable will be verified prior to beginning employment. Pursuant to college policy, a thorough background investigation, including a criminal history records check, shall be conducted on all candidates prior to employment. Some positions may require a motor vehicle record search, credit history and drug screen. **No phone calls or emails please.**

**A Unit of the Technical College System of  
Georgia**

**Equal Opportunity Employer**

A unit of the Technical College System of Georgia, as set forth in its student catalog, GNTC 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). Title IX and Equity Coordinator: Elizabeth Barksdale, Floyd County Campus, Building I 103, 706-295-6592, [ebarksdale@gntc.edu](mailto:ebarksdale@gntc.edu).