

POSITION ANNOUNCEMENT



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| **POSITION TITLE:** | **English Instructor** |
| **POSITION DESCRIPTION:**  Faculty will provide instruction to students in General Education English courses. Under general supervision, the faculty member will be responsible for preparing weekly planners, establishing a classroom environment conducive to student learning and success, and evaluating students' progress in attaining goals and objectives. Additionally, this faculty member will be responsible for evaluating student learning outcomes. Committee participation is expected, as well as other department, college, and community projects. The faculty member will also participate in professional development activities to enhance skills in various instructional modes and deepen knowledge of learning. Additionally, the faculty member:   * Will prepare and maintain all required documentation and administrative reports. * Will ensure safety and security requirements are met in the classroom. * Will assist with student recruitment, enrollment, and retention activities. * Will assist in the budget process of requesting and maintaining instructional equipment and supplies for classrooms/laboratories. * May perform related duties such as advising students on academic curricula. | |
| **MINIMUM QUALIFICATIONS:**   * A Master's degree in English or a Master’s degree with a concentration (18 semester hours) in English from a regionally accredited institution. * Experience as an instructor/teacher in a secondary or postsecondary setting. * Excellent human relations, interpersonal skills, and strong verbal and written communication skills required. | |
| **PREFERRED QUALIFICATIONS:**   * Three years paid work experience in-field within the past seven years. * Experience with teacher preparation, instruction, instructional methodologies, evaluation and assessment. * Experience in distance education and demonstrated use of technology. | |
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| **SALARY/BENEFITS:**  Commensurate with qualifications. | |
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| **APPLICATION DEADLINE:**  Open Until Filled | |
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| **TO APPLY:** Please submit an online application using the OTC online job center website. 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, 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 for faculty positions. Official transcripts are required upon employment. For more information, please contact the Director for Human Resources at 912.871.1801 or [employment@ogeecheetech.edu](mailto:employment@ogeecheetech.edu).  *As set forth in its catalog, Ogeechee Technical College complies with the Technical College System of Georgia (TCSG). The TCSG State Board prohibits discrimination on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). No individual shall be excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination, harassment, or retaliation under, any TCSG program or activity because of the individual’s protected status; nor shall any individual be given preferential treatment because of the individual’s protected status, except the preferential treatment may be given on the basis of veteran status when appropriate under federal or state law. The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Christy Rikard, Title IX Coordinator, One Joseph E. Kennedy Blvd., Office 198C, Joseph E. Kennedy Building, Statesboro, GA 30458, 912.486.7607, crikard@ogeecheetech.edu and Sabrina Burns, ADA/Section 504 Coordinator, One Joseph E. Kennedy Blvd., Office 711, Assessment Center, Statesboro, GA 30458, 912.486.7211, sburns@ogeecheetech.edu* | |
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