**ADJ. INSTRUCTOR, ENGLISH (ON-CAMPUS, FAYETTE CENTER)**

**(PART TIME)**

**FAYETTE CAMPUS**

 **MINIMUM QUALIFICATIONS:**

* A Master's degree in English, Composition and Rhetoric, or Professional Writing, or a Master's degree in another field with at least 18 graduate semester hours in English courses. Master of Arts in Teaching (MAT) or Master of Education (M.Ed.) degrees are acceptable only if they include 18 graduate semester hours of English courses not specific to K-12 education.

**PREFERRED QUALIFICATIONS:**

• A Doctorate in English, Composition and Rhetoric, or Professional Writing, or a Doctorate in another field with at least 18 graduate semester hours in English courses, or a Master of Fine Arts (MFA) in Creative Writing.

• 3 or more years’ experience teaching college-level English courses

**RESPONSIBILITIES**:

• Teach on-campus and online classes, both during the day and evening

• Teach dual enrollment classes as assigned

* Prepare lesson plans for both classroom and online instruction

• Develop program curriculum, syllabi, goals, and objectives

• Evaluate students’ progress in achieving goals and objectives

• Assess student learning outcomes

• Attend various professional development training sessions

• Participate in departmental, college, and state faculty meetings

• Collaborate with internal and external stakeholders

• Assists with recruitment, retention and job placement efforts

• Ensures safety and security requirements are met in the training area

• Requests and maintains supplies and equipment and prepares required budget requests

• Maintains program certification requirements, as appropriate

• Prepares and maintains all required documentation and administrative reports

• Perform other duties and tasks as assigned

**COMPETENCIES**:

• Understanding of pedagogical practices and theories

• Knowledge of the mission and objectives of postsecondary technical education

• Awareness of the college’s academic programs

• Ability to collaborate effectively with students, faculty, and staff

• Proficiency in preparing and delivering engaging classroom content

• Capability to make timely and informed decisions

• Proficiency in using computers and relevant software programs

• Strong decision-making and problem-solving abilities

• Excellent interpersonal skills and ability to interact professionally with the public

• Superior oral and written communication skills

**SALARY:**

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

**SPECIAL NOTES:**

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770) 229-3454.

Applicantsscheduled for interviews will be notified of the status of the position. The candidate selected for this position must successfully complete a criminal background investigation and motor vehicle screening.

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, sex, 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 Innovation and Opportunity Act (WIOA) 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.