**POSITION:**

Automotive Technology Instructor, Baxley

**DUTIES:**

Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the Automotive Technology program courses. Participates in the annual planning and budgeting process and develops an appropriate staff development plan to maintain knowledge and skills for courses being taught. Prepares and maintains all required documentation and administrative reports. Assists with recruitment, retention and job placement efforts. Primary appointment is on the Baxley Campus but may travel to other campus locations based upon demand. Position begins April 1, 2025.

1. Utilizing Technical College System of Georgia (TCSG) program standards, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the Automotive Technology program.
2. Prepares a grading process to accurately assess students’ progress in program. Communicates progress to students and maintains student records according to established guidelines.
3. Utilizes an approved work ethic model for teaching, marketing, and evaluating employability skills and provides a formal system for feedback to students for exceptional or unacceptable behavior exhibited in the classroom and lab.
4. Provides student advisement in a timely, accurate and comprehensive manner.
5. Ensures all safety and security requirements are met in the Automotive Technology Program. Plans and implements a Lab Management and Safety Plan as required by the Technical College System of Georgia (TCSG).
6. Requests and maintains supplies and equipment and prepares purchase requisitions according to established guidelines.
7. Prepares and submits all required documentation and administrative reports to the Dean for Academic Affairs, Technical and Industrial.
8. Participates in required staff development activities and develops a staff development plan each year to maintain professional knowledge of the profession.
9. Maintains an active program advisory committee for the Automotive Technology Program that meets a minimum of two times per year and meets all expected outcomes as outlined in the TCSG General Program Standards.
10. Maintains minimum program requirements as set forth by the TCSG Performance Accountability System (PAS) for enrollment, graduation and job placement.
11. Assists with recruitment, retention and job placement efforts for the Automotive Technology Program.
12. Serves on institutional committees as needed as well as TCSG statewide program standards committees for curriculum development and revision.
13. Participates in annual planning and budgeting process at the College and develops appropriate Student Learning Outcomes (SLO’s) for the Automotive Technology Program.
14. Adheres to and carries out the procedures of the College.
15. Supports all special initiatives set forth by TCSG.
16. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
17. Performs other duties as assigned by the Dean for Academic Affairs, Technical and Industrial.

**MINIMUM QUALIFICATIONS:**

* A diploma from a regionally accredited institution, with coursework appropriate to the Automotive field and one-year documented work experience in field or three years of documented work experience in the Automotive Technology Field.
* Current hold or willing to obtain (within 1 year) appropriate ASE certifications.

**PREFERRED QUALIFICATIONS:**

* Teaching experience in secondary and/or postsecondary educational institution.
* Certified Nurse Aide Train-the-Trainer Certification.

**SALARY/BENEFITS:**

Salary will be determined in accordance with guidelines established by the Technical College System of Georgia. Benefits include the State of Georgia Flexible Benefits Program, State of Georgia holidays, and annual/sick leave.

**APPLICATION PROCESS:**

Interested applicants should apply via [CPTC ONLINE JOB CENTER](https://apps.bluefinhr.com/JC_CoastalPines/joblistings/joblistings.aspx) by completing the online application form. The letter of interest and resume along with additional documentation specific to the position must uploaded to the Job Center. Incomplete application packages cannot be considered for an interview and will not be forwarded to the hiring supervisor. A criminal background check and a driver’s motor history report will be conducted prior to employment.

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| ***Equal Opportunity Statement***  *Coastal Pines Technical College (CPTC) does not discriminate on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected status”). The following persons have been designated to coordinate the College’s implementation of non-discrimination policies: Katrina Howard, Title IX Coordinator, Jesup Campus, 1777 West Cherry Street, Jesup, Georgia, khoward@coastalpines.edu 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia eharris@coastalpines.edu 912.287.4098; titleix@coastalpines.edu ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia.* |