**POSITION:**

Automotive Technology Instructor, Golden Isles, Adjunct position

**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 required staff development activities to maintain knowledge and skills for courses being taught. Assists with retention and job placement efforts. The primary appointment is on the Golden Isles Campus but may travel to other campus locations based upon demand. Position begins August 5, 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. 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).
5. Requests and maintains supplies and equipment and prepares purchase requisitions according to established guidelines.
6. Prepares and submits all required documentation to the Dean for Academic Affairs, Technical and Industrial.
7. Participates in required staff development activities and develops a staff development plan each year to maintain professional knowledge of the profession.

**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:**

Part-time, no benefits.

**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.* |