**POSITION:**

Carpentry Adjunct Instructor

**SALARY:**

Salary is commensurate with experience. This is a part-time position with no benefits.

**DUTIES:**

* Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams, and other program planning and evaluation materials for the NCCER Carpentry Program courses.
* Maintain supplies, tools, and equipment.
* Maintain management procedures and documentation.
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision, and evaluation skills
* General Computer knowledge (Microsoft Office, Outlook, Word)
* Other job-related duties as assigned.

**Job Duties and Responsibilities:**

* Utilizing Technical College System of Georgia (TCSG) program standards for the NCCER Carpentry Program.
* Prepares a grading process to accurately assess students’ progress in the program and communicates progress to students and maintains student records according to established guidelines.
* 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.
* Ensures all safety and security requirements are met in the NCCER Carpentry Program.
* Participates in required staff development activities.

**Minimum Qualifications:**

* Applicant must be proficient in the carpentry industry including safety procedures, building materials, hand and power tools, construction drawings, floor and wall systems, basic stair layout, ceiling, and roof framing, and building envelope systems.
* Minimum of 3 years work experience in the carpentry or construction fields
* A diploma in the teaching discipline or a demonstrated competencies in the teaching discipline.
* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.
* Three years of paid work experience as a carpenter, construction manager, or general contractor.

**Preferred Qualifications:**

* An associate degree in field or a related field from a Nationally or Regionally Accredited College/University.
* Applicant must possess good interpersonal skills and basic computer skills.
* Teaching experience at the post-secondary level.
* Experience in the use of Banner, Learning Management System (LMS) and the Technical College System of Georgia (TCSG) Knowledge Management System (KMS)
* Experience working with nontraditional and/or academically underprepared students.

**APPLICATION DEADLINE:**

The position begins immediately at Baxley Campus.

Open until filled. Initial screening/interviewing will begin as needed.

**APPLICATION PROCEDURE:**

Interested applicants should apply via CPTC’s Online Job Center at [CPTC Online Job Center](https://apps.bluefinhr.com/JC_CoastalPines/JobListings/joblistings.aspx). A cover letter with resume, two professional letters of recommendation and copies of transcript(s)/license(s)/certification(s) must be uploaded with the application. A criminal background check and a driver’s motor history report will be conducted prior to employment. Official transcripts are required upon hire.

For additional information, contact Katrina Howard, Human Resources Director at mailto:khoward@coastalpines.edu, or (912) 427-5876

As set forth in the student catalog, Coastal Pines Technical College does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, veteran status, or citizenship status (except in those special circumstances permitted or mandated by law). The following persons have been designated to handle inquiries regarding CPTC nondiscrimination procedures:

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