**POSITION:**

English Instructor – Golden Isles

**DUTIES:**

Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams and other program planning and evaluation materials for the English 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. Position begins immediately.

**MINIMUM QUALIFICATIONS:**

* A minimum of a master’s degree in English or a master’s degree with 18+ graduate semester hours in English from an accredited institution.
* Excellent written and verbal communication skills.

**PREFERRED QUALIFICATIONS:**

* Teaching experience in secondary and/or postsecondary educational institution.

**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 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 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](mailto:khoward@coastalpines.edu) , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, [eharris@coastalpines.edu](mailto:eharris@coastalpines.edu), 912-287-4098; [titleix@coastalpines.edu](mailto:titleix@coastalpines.edu) ADA/Section 504 Coordinator, ada@coastalpines.edu ; All Campuses, 1777 West Cherry Street, Jesup, Georgia. |