**POSITION:**

Industrial Systems Technology Instructor

**SALARY:**

Salary is commensurate with experience. This is a full-time position with 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 Industrial Systems 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 student recruitment, retention and job placement efforts. May require travel to other campus locations. Position begins immediately at the Jesup Instructional Site.

**Job Duties and Responsibilities:**

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 Industrial Systems 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 for academic and career guidance in a timely, accurate and comprehensive manner and registers program students for coursework.
5. Plans and schedules course offerings each semester.
6. Maintains all program certification requirements as needed.
7. Ensures all safety and security requirements are met in the Industrial Systems Technology Program. Plans and implements a Lab Management and Safety Plan as required by TCSG.
8. Requests and maintains supplies and equipment and prepares purchase requisitions according to established guidelines.
9. Plans and recommends technology enhancements to maintain and improve program equipment.
10. Prepares and submits all required documentation and administrative reports to the Dean for Academic Affairs, Technical & Industrial.
11. Participates in required staff development activities and develops a staff development plan each year to maintain professional knowledge of the Industrial Systems profession.
12. Maintains an active program advisory committee for the Industrial Systems Technology Program that meets a minimum of two times per year and meets all expected outcomes as outlined in TCSG General Program Standards.
13. Maintains minimum program requirements as set forth by TCSG Performance Accountability System (PAS) for enrollment, graduation and job placement.
14. Responsible for student recruitment and retention and assists with job placement efforts for the Industrial Systems Program.
15. Serves on institutional committees as needed as well as TCSG statewide program standards committees for curriculum development and revision.
16. Participates in annual planning and budgeting process at the College and develops appropriate Student Learning Outcomes (SLO’s) for the Industrial Systems Technology Program.
17. Adheres to and carries out the procedures of the College.
18. Supports all special initiatives set forth by TCSG.
19. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior.
20. Performs other duties as assigned by the Dean for Academic Affairs, Technical & Industrial.

**Minimum Qualifications:**

* A diploma in the teaching discipline or a diploma and demonstrated competencies in the teaching discipline.
* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

**Preferred Qualifications:**

* 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:**

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 Emily Harris, Human Resources Coordinator at:eharris@coastalpines.edu, or 912-287-4098.

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 , 912.427.5876; Emily Harris, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, eharris@coastalpines.edu, 912.287.4098; Katie Rutland, ADA/Section 504 Coordinator and Title IX for all students, all campuses, 1777 W. Cherry Street, Jesup, Georgia, 31545, krutland@coastalpines.edu , 912.427.1527.