**POSITION:**

Electrical Linework Instructor

Successful applicants will be responsible for overall classroom and field experience instruction for certificate level courses in the Electrical Lineworker Program including preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and interacting with staff, faculty, and deans. Primary appointment is Waycross Campus. Position begins January 2, 2025.

**Minimum Qualifications:**

* Diploma with completed courses comparable with program curriculum – OR-
* Completed courses with comparable curriculum.
* 3 years’ experience in the field of Electrical Linework.
* Documented experience in curriculum taught.
* Valid Georgia Commercial Driver’s License.
* Excellent written and verbal communication skills.

**Preferred Qualifications:**

* Teaching experience in secondary and/or postsecondary educational institution.
* Knowledge of Blackboard or other Learning Management Systems.
* Knowledge of Microsoft Office Suite.

**Responsibilities:**

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

**APPLICATION DEADLINE:**

Open until filled.

**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 be 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.

**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 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.