

**POSITION:**

Air Conditioning Technology Instructor

**SALARY:**

TBD. 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 Air Conditioning 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. Located at the Federal Correctional Institute, Jesup, Georgia.

**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 Air Conditioning 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 Air Conditioning 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 electronics profession.
12. Maintains an active program advisory committee for the Air Conditioning 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 Electronics 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 Electronics 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.
* Candidates must complete a Federal Background Check.
  + The following investigative procedures may be applied and appropriate forms completed before any employees are permitted inside an institution:
  + (1) National Crime Information Center (NCIC) check; (2) Declaration of Federal Employment (OF-306);
  + (3) FD-258 (fingerprint check);
  + (4) Law Enforcement Agency checks;
  + (5) Vouchering of Employers;
  + (6) Employment Resume;
  + (7) Completed Contractor Pre-employment Questionnaire;
  + (8) Release of Information;
  + (9) Questionnaire for Sensitive Positions (SF-85 for Low Risk, SF-85P for above low risk); (10) Credit Check, if applicable;
  + (11) Urinalysis, if applicable
  + In addition to the above procedures, employees must agree to undergo a urinalysis test (for the detection of marijuana and other drug usage).

**Preferred Qualifications:**

* Teaching experience at the post-secondary level.
* Experience in the use of Banner, Blackboard 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, motor vehicle history report and pre-employment drug screening 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.

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; Brittaney Coleman, Title IX Coordinator, Waycross Campus, 1701 Carswell Avenue, Waycross, Georgia, [bcoleman@coastalpines.edu](mailto:bcoleman@coastalpines.edu), 912.287.4098; Cathy Montgomery, ADA/Section 504 Coordinator, All Campuses, 3700 Glynco Pkwy., Brunswick, Georgia, [cmontgomery@coastalpines.edu](mailto:cmontgomery@coastalpines.edu), 912.262.9995.