**POSITION:**

Psychology Instructor

Successful applicants will be responsible for overall classroom instruction for degree and diploma level psychology courses to include preparing lesson plans, maintaining department guidelines and standards, evaluating students by assigning grades and interact with other faculty and deans. This position will instruct students at various high school dual enrollment and college locations. Position begins immediately.

**Minimum Qualifications:**

* Master’s degree with a minimum of 18+ graduate semester hours (or 27 quarter hours) in Psychology from an Accredited College or University.
* Excellent written and verbal communication skills.

**Preferred Qualifications:**

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

**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 psychology courses.
* Prepares a grading process to accurately assess students’ progress in program. Communicates progress to students and maintains student records according to established guidelines.
* Assists in the scheduling of course offerings each semester.
* Requests and maintains supplies and equipment and prepares purchase requisitions according to established guidelines.
* Prepares and submits all required documentation and administrative reports to the Dean for Academic Affairs, General Studies and Learning Support.
* Participates in required staff development activities and develops a staff development plan each year to maintain professional knowledge in the teaching field.
* Assists with recruitment, retention and job placement efforts for the College.
* 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 general education.
* 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.
* Facilitates American Psychological Association (APA) writing style workshops each semester.
* Performs other duties as assigned by the Dean for Academic Affairs, General Students and Learning Support.

**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.