**POSITION:**

Precision Machining & Manufacturing (Machine Tool) Technology Instructor

**SALARY:**

Salary is commensurate with experience.

**DUTIES:**

* Under general supervision, develops instructional materials such as lesson plans, syllabi, learning outcomes, exams, and other program planning and evaluation materials for the Precision Machining & Manufacturing Technology Program courses.
* Maintain supplies, tools, and equipment.
* Maintain management procedures and documentation.
* Strong time management and organization skills
* Effective written and oral communication
* Keen observation, supervision, and evaluation skills
* General Computer knowledge (Microsoft Office, Outlook, Word)
* Other job-related duties as assigned.

**Job Duties and Responsibilities:**

* Utilizing Technical College System of Georgia (TCSG) program standards for the Precision Machining & Manufacturing Technology Program.
* Prepares a grading process to accurately assess students’ progress in the program and 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.
* Ensures all safety and security requirements are met in the Precision Machining & Manufacturing Technology Program.
* Participates in required staff development activities and program recruitment.

**Minimum Qualifications:**

* Applicant must be proficient in manual machine operations on lathes, mills, and grinders, as well as CNC equipment. Familiarity with brands such as Fanuc, Jet, Hass, and Mazak are a plus.
* Minimum of 3 years work experience in the Conventional or CNC Machining fields.
* A diploma in the teaching discipline or a demonstrated competencies in the teaching discipline.
* Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

**Preferred Qualifications:**

* An associate degree in field or a related field from a Nationally or Regionally Accredited College/University.
* Applicant possess good interpersonal skills and basic computer skills.
* 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 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 Katrina Howard, Human Resources Director at mailto:khoward@coastalpines.edu, or (912) 427-5876

As set forth in the student catalog, Coastal Pines Technical College 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 handle inquiries regarding CPTC nondiscrimination procedures:

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