

United States Jobs Expertini®

Adj. Instructor English.

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Company: GeorgiaGov

Location: United States

Category: educational-instruction-and-library

(PART TIME)

MULTIPLE CAMPUS LOCATIONS

MINIMUM QUALIFICATIONS:

A master's degree in English, literature, composition and rhetoric, or professional writing or a master's degree with at least 18 graduate semester hours in English, literature, composition and rhetoric, or professional writing.

PREFERRED QUALIFICATIONS:

A doctorate degree in English, literature, composition and rhetoric, or professional writing or a doctorate degree with 18 graduate semester hours in English. Prior teaching or training experience at the post-secondary level. Experience with Blackboard Learning LMS and MSOffice, a plus. Applicant must display excellent written and verbal communication skills. Applicant must have a proficiency in computer applications software.

RESPONSIBILITIES:

This individual will be responsible for teaching day, evening and/or on-line classes in English and Literature. Under general supervision, prepares lesson plans for classroom and online instruction; develops program curriculum, syllabi, goals, and objectives; evaluates students' progress in attaining goals and objectives; prepares and maintains all required documentation and administrative reports; attends various professional development training.

COMPETENCIES:

Knowledge of pedagogical practice and theory

Knowledge of the mission of postsecondary vocational/technical education

Knowledge of academic course standards

Knowledge of the college's academic programs

Skill to work cooperatively with students, faculty and staff

Skill in the preparation and delivery of classroom content

Skill to make timely decisions

Skill in the operation of computers and job related software programs

Decision making and problem solving skills

Skill in interpersonal relations and in dealing with the public

Oral and written communication skills

SALARY:

This is a part-time position without insurance benefits; work hours will not exceed 29 per week. Hourly rate is commensurate with education and work experience.

SPECIAL NOTES:

It shall be a condition of employment to submit to a background investigation. Offers of employment shall be conditional pending the result of the background investigation.

Federal Law requires ID and eligibility verification prior to employment.

All male U.S. citizens, and male aliens living in the U.S., who are ages 18 through 25, are required to register for the military draft and must present proof of Selective Service Registration upon employment.

Applicants who need special assistance may request assistance by phoning (770)229-3454.

Position contingent upon receiving sufficient funding.

Applicants scheduled for interviews will be notified of the status of the position.

Only those who are scheduled for an interview will be notified of the status of the position.

Candidates must successfully complete a criminal background investigation and motor vehicle screening.

The Technical College System of Georgia and its constituent Technical Colleges do not discriminate on the basis of race, color, creed, national or ethnic origin, sex, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, spouse of military member, or citizenship status (except in those special circumstances permitted or mandated by law). This nondiscrimination policy encompasses the operation of all technical college-administered programs, programs financed by the federal government including any Workforce Innovation and Opportunity Act (WIOA) Title I

financed programs, educational programs and activities, including admissions, scholarships and loans, student life, and athletics. It also encompasses the recruitment and employment of personnel and contracting for goods and services.

Minimum qualifications for this position will be determined by the teaching discipline and compliance with appropriate accrediting bodies. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.

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