



Savannah Technical College

Adult Education Instructor – Multiple Positions (Grant Funded) -

Job Number: EDU009D

Job Posting: Jun 3, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Other Locations: GA-Bryan, GA-Liberty, GA-Effingham

Number of Openings: 11

Job: Education

Shift: Variable

Description:

Savannah Technical College is seeking full-time, 30 hour per week instructors for the Adult Education Program. Each position will require working at any Savannah Technical College Adult Education site to accommodate business needs. Work hours vary, and will require split teaching shifts. Positions are grant funded, and contingent upon receipt/continuance of funding. Projected start date is July 1, 2016. Instructors must display a high level of effort and commitment to performing work assignments, operate effectively within the organizational structure, and demonstrate trustworthiness and responsible behavior.

Each Adult Education Instructor will be responsible for the following duties (this list is not intended to be exhaustive):

- Instructing students, developing lesson plans, assisting students with developing goals, and objectives;
- Evaluating students' progress in attaining goals and objectives;
- Monitoring progress in attaining and/or exceeding annual state negotiated percentages;
- Ensuring student learning outcomes are attained and appropriately recorded;
- Requesting and maintaining supplies and equipment;
- Preparing and maintaining all required documentation and administrative reports;
- Maintaining knowledge of current trends and developments in the field by attending staff development training, workshops, seminars, and conferences;
- Ensuring safety and security requirements are met in the classroom;
- Advising students;
- Meeting with students, staff, and other educators to discuss instructional programs and other issues impacting student progress;

Duties include a flexible schedule of lecture, advisement, and registration. Successful candidate must be willing to work split teaching shifts that might require split teaching days. Instructors must be willing and able to travel to any location in the service delivery area, consisting of Chatham, Bryan, Effingham, and Liberty counties, with occasional in-state travel outside the service delivery area. May be required to manage and recruit adjunct instructors.

Minimum Qualifications

- Completion of a Bachelors degree from an accredited college or university, preferably in secondary education or a related field.
- Three years' full-time, paid teaching experience in a post-secondary or Adult Education environment.
- Documented excellent human-relations, interpersonal skills, and strong verbal and written communication skills.
- Proficient in the use of Microsoft Office, particularly, Word, Excel, and Outlook.

Preferred Qualifications

- Master's Degree from an accredited college or university, preferably in secondary education or a related field.
- Five years' full-time, paid teaching experience in an Adult Education environment.
- State Educator Certification preferred.

Physical Demands

The employee occasionally lifts or moves objects of a light to medium weight. Work is typically performed in a classroom environment with intermittent sitting, standing, or walking in various settings. Full range of hand and finger motion may be utilized for data entry purposes.

Salary/Benefits

Salary is commensurate with education and work experience. Benefits include paid state holidays, annual and sick leave, and the State of Georgia Flexible Benefits package.

Application Deadline

Position considered open until filled. Candidates must pass a criminal background check. **Applicants must submit an electronic application through [Team Georgia Careers](#), and attach cover letter, transcripts, and resume (incomplete submissions will not be considered). **Please include your annual salary for each position held.****

POSITION CONTINGENT UPON FUNDING AND ALLOCATION OF POSITION.

Note: No phone inquiries please. Due to the volume of applications received, we are unable to personally contact each applicant. If we are interested in scheduling an interview, a representative from our college will contact you.

All male applicants between the ages of 18 and 26 years of age must present proof of Selective Service Registration. Savannah Technical College is an equal opportunity employer and does not discriminate on the basis of race, color, creed, national or ethnic origin, gender, religion, disability, age, political affiliation or belief, genetic information, disabled veteran, veteran of the Vietnam Era, or citizenship status (except those special circumstances permitted or mandated by law). [Invitation to Self-Identify](#) For compliance activities, contact Melissa Banks, Title IX and Equity Coordinator, Room A110 or (912) 443-3388, mbanks@savannahtech.edu. Send written correspondence to Savannah Technical College, Attn: Melissa Banks, 5717 White Bluff Road, Savannah, GA 31405. STC is

accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree. Candidates may be required to submit a valid Driver's License, proof of insurability, and/or a driver's history report for positions involving state travel.