



Savannah Technical College

Fire Science Department Head/Instructor -

Job Number:

EDU00C9

Job Posting: Nov 28, 2016 -

Closing Date: Ongoing

Primary Location: GA-Chatham-Savannah

Number of Openings: 1

Job: Education

Shift: Day Job

Description:

Savannah Technical College is seeking a 12-month, full-time Department Head/Instructor for the Fire Science program. The Department Head/Instructor will work with the Dean of Public Services to foster effective cooperation, coordination and communication across multiple campuses with regards to academic programs and services. The primary responsibility of the Department Head/Instructor is to teach and coordinate academic programs, advise students, supervise faculty at all campuses, and perform various departmental and college wide assignments. Typical responsibilities include, but are not limited to the following:

- Ensures the consistent exercise of Savannah Technical College and Technical College System of Georgia (TCSG) academic policies, procedures, rules, regulations, and other criteria or guidelines among all and across all campuses.
- Teaches courses as approved by the dean with a flexible schedule of lecture.
- Supervises faculty, coordinates new faculty hires in designated area, to include fulltime and adjunct faculty. Verifies appropriate faculty qualifications for all candidates.
- Orients and assists current and new faculty on college policies and procedures; assigns faculty mentors when appropriate.
- Assists faculty, where needed, in addressing all aspects of program verification and performance assessment to include identification, review, revision, measurement, and analysis of learning outcomes.
- Supervises the development, review and revision of course syllabi.
- Actively manages academic program budget with program faculty, to ensure adherence to college budget and purchasing requirements and policies.
- Prepares all semester and annual program/course scheduling for programs under assigned supervision. Ensures compatibility with other program areas where applicable. Ensures faculty loads are scheduled and maintained for both full time and part time faculty.
- Participates in program enrollment and registration for assigned programs, to include new student advisement and registration.
- Ensures all drop/add, withdrawals, etc. requests are submitted as required.
- Complies with SACSCOC assessment and reporting requirements, to include collecting program statistics, such as enrollment, in-semester and between-semester retention rates, graduation rate, and placement rate to ensure program viability and success.
- Maintains appropriate professional credentials, as appropriate.
- Effectively implements and manages all aspects of technology in support of course instructions.
- Participates in, as outlined in college academic policy, student academic appeals.
- Serves on appropriate college standing and ad hoc committees.
- Demonstrates prompt and regular attendance.
- Maintains an appropriate professional, community, and leadership presence, behavior, and image.

Required Qualifications:

- Bachelor's degree in a vocational or occupational supporting discipline, in Fire Science, Public Administration, or related field from a regionally accredited post-secondary institution.
- Certification as a Fire Instructor/Inspector.
- Five (5) or more years' of fire service employment.
- Teaching experience, demonstrated skills in training and/or personnel development.
- Excellent written and verbal communication skills.
- Proficient in the use of MS Office, Word and Excel; Banner proficiency preferred.
- Experience utilizing a Learning Management System (LMS); experience with the Blackboard LMS platform preferred.

- Experience in the development, administration, and evaluation of academic programs, to include curriculum development, instructional methodology, planning, evaluation, budgeting, supervision, and management.

Physical Demands

Teaching responsibilities are typically performed in a classroom/lab environment with the employee intermittently sitting, standing, walking, bending, pushing, and pulling for three (3) - four (4) continuous hours at a time. The employee frequently lifts/carries objects of a light to medium weight, up to 25 pounds. 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 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 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.