CLTCC serves ten parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Natchitoches, Rapides, Sabine, Vernon, Winn) in central Louisiana and has eight sites: 1) the Main Campus in Alexandria; 2) the Avoyelles Site in Cottonport; 3) the Huey P. Long Site in Winnfield; 4) the Rod Brady Site in Jena; 5) the Lamar Salter Site in Leesville; 6) the Natchitoches Site; 7) the Sabine Valley Site in Many and 8) the Ferriday Site.

SUMMARY:
Reporting to the Campus Dean with a dashed line to the Dean of Technical Studies, the Electrical Instructor supports the development and coordination of the Electrical Program at the Alexandria Campus. The Electrician Instructor provides classroom instruction in assigned classes and maintains office hours for student consultation. Classroom instruction includes preparing and reviewing lesson plans. It also includes the following:

- Develop and review the Program Curriculum and preparing syllabi which include the goals and objectives according to the approved curriculum and course syllabi standards
- Provide students with a written course syllabus
- Recommend books and materials and revise the curriculum to meet industrial partner needs
- Evaluate and review student progress in attaining the goals and objectives of each class
- Advise and counsel students and maintain appropriate advisement records on each student
- Participate in the registration process(es) of the college
- Demonstrate and ensure the use of appropriate and effective teaching techniques, testing, and grading procedures (including accurate and proper maintenance of grade books ad any other appropriate record-keeping requirements for the course, program, or college
- Use technology to facilitate learning and to access data, maintain records, and generate reports
- Communicate effectively with others using technology, oral, and written communication skills
- Manage the classroom effectively and support policies and procedures aimed at ensuring appropriate student discipline
- Meeting professional assignments in accordance with the college’s calendar and contractual obligations
• Participate in the evaluation of the instructional process and using innovative strategies to continually improve student learning

The Electrician Instructor will also develop and maintain the hybrid/online Electrical Program as assigned. The Electrician Instructor will also perform other duties as assigned by the Campus Dean.

CLTCC needs a full time (9 month) electrical instructor with any combination of the following requirements:

Requirements

• Excellent written and verbal communication skills including presentation skills.
• Practical work/educational experience in one or more of the following electrical subject areas: electrical circuits, residential and commercial wiring, National Electrical Code, Conduit bending, motor controls, programmable logic controllers
• Applied knowledge focusing on Allen Bradley and/or Siemens PLC
• Electrical Construction Field (Journeyman Status Minimum)

Required Minimum Qualifications:

• A minimum of five (5) years of work experience within the last eight years as an electrician with appropriate certifications
• A strong commitment to and passion for the mission of the comprehensive community college
• Commitment to staff diversity, learning, and development
• Proficiency in Microsoft Application (Word, Excel, and PowerPoint)
• Proficiency in electrical safety, residential and commercial wiring and installation, electrical circuits and blueprints, conduit bending, and the National Electrical Code. Has knowledge and can teach motor and motor controls, transformers, and programmable logic controllers.

Preferred (Desired) Qualifications:

• Associate’s degree in Electrical Technology or Technical Studies
• Two (2) years of instructional experience
• National Center for Construction Education and Research (NCCER) Certification
• Experience in curriculum development and review
• Working experience with Ellucian’s Banner or other major student information management system
• Post-secondary / adult teaching experience desirable

Additional Requirements:

A valid Louisiana Driver’s License (some travel may be required)
Proof of motor vehicle insurance
In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:
Applicants for this position should submit:
1) A cover letter
2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer.