CLTCC POSITION JOB ANNOUNCEMENT

Welding Technology Instructor
Raymond Laborde Correctional Center
Ward H. Nash-Avoyelles Campus

CLTCC serves seven parishes (Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, and Winn) in central Louisiana and has five 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 Ferriday Site.

Summary:

Reporting to the Campus Dean, the Welding Instructor supports the development and coordination of the Welding Program. The Welding 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: 1) Developing and reviewing the program and syllabi, goals and objectives according to approved curriculum and course syllabi standards; 2) Providing students with a written course syllabus; 3) Recommending books and materials, and revising curricula; 4) Evaluating and reviewing students’ progress in attaining goals and objectives; 5) Advising and counseling students and maintaining appropriate advisement records on each student; 6) Participating in registration; 7) Demonstrating and insuring the use of appropriate and effective teaching techniques, testing and grading procedures (including accurate, complete and proper maintenance of grade books and any other appropriate record-keeping requirements for the course, program or college), 8) Utilizing technology to facilitate learning and to access data, maintain records, generate reports, and communicate with others; 9) Effectively communicating using technology and oral or written communication skills; 10) Effectively managing the classroom and supporting policies and procedures aimed at insuring appropriate student discipline; 11) Meeting professional assignments in accordance with the college's calendar and contractual obligations; and 12) Participating in the evaluation of the instructional process and using innovative strategies to continually improve learning. The Welding Instructor performs other duties as assigned.

Duties And Responsibilities:

• Provides and supports classroom instruction for the Welding Program;
• Meets with students, staff members and other educators to discuss students’ instructional programs and other issues
• Selects and assesses student learning outcomes, fosters effective learning in both classroom and lab settings, and promotes good public relations via contacts and regular communications with business, industry, and the public sector
• Plans, organizes, controls and directs the operations of the Welding Program;
• Assures the development of academic schedules for the Welding Program that meet the needs of students and academic programs, enhances facility use, and integrates instructional technology in all modes of delivery;
• Maintains and reviews classrooms and laboratories in accordance with approved classroom and lab management plans.
• Tracks the academic status of Welding Program students to ensure good academic standards are maintained and appropriate action is taken to refer students to necessary remediation or support services;
• Regularly attends seminars, special conferences and professional meetings as time and budget permit;
• Attains, maintains and reviews program certification requirements, as appropriate.
• Assure all academic practices and student records for both current and former students of the College comply with local, state, federal and accrediting body (COE, SACS, etc.) regulations;
• Follows and enforces rules and regulations as described by the Louisiana Community and Technical College System and other policies and procedures established by the college;
• Serves on committees;
• Occasional evening and weekend work and overnight travel may be required; and
• Performs other duties as assigned.

Required Knowledge, Skills, And Abilities

• SMAW, GMAW, FCAW, and GTAW Welding Processes
• Applicable laws, codes, regulations, policies, and procedures
• Family Educational Rights and Privacy Act (FERPA)
• Teaching and learning strategies

Demonstrated Ability To:

• Reviews and Revises Curricula in conjunction with Director of Welding, when needed
• Apply knowledge of and experience in accreditation processes, specifically related to student learning outcomes, program review and integrated planning;
• Function in a multi-campus/site educational organization to promote the goals of the College.
• Effectively use technology and computer software programs, including MS Office
• Organize and manage individual and team projects.
• Promote collegiality, staff cohesiveness and the core values of the institution.
• Analyze, problem-solve and make decisions.
• Provide excellent customer service to faculty, staff, current students, prospective students, alumni, business and industry partners, community representatives and other stakeholders
• To work with a diverse population.

**Qualifications:**

• High school diploma, GED/HiSET
• Experience as a welder at the journeyman level
• A strong commitment to and passion for the mission of the comprehensive community college
• Commitment to staff diversity, learning and development

**Preferred (Desired) Qualifications:**

• Technical Diploma in Welding field from an accredited college.
• Five years of hands-on experience in the welding industry.
• Teaching experience or industry training experience
• An in-depth working knowledge of the rules, regulations and principles of the Council on Occupational Education and the Southern Association of Colleges and Schools Commission on Colleges

**Additional Requirements:**

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 must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of CLTCC. **Applicants who fail to submit a complete application packet will not be considered.**

**A complete application packet consists of:**

1. 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
Compensation Range: Compensation will be commensurate with education and work experience.

Application packets should be emailed to: hr@cltcc.edu

Applications are accepted until the position is filled.

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them. Title IX Coordinator/ADA/Section 504 Coordinator: (318) 487-5443 516 Murray St. Alexandria, LA 71302