



## POSITION ANNOUNCEMENT

### **Industrial Technology Instructor (Grant-funded)**

#### **POSITION DESCRIPTION:**

This position will be a ten-month (10) contract scheduled from August 1 to May 31. This position will be located in Blytheville at the ANC Center for Allied Technologies on main campus. The Industrial Technology Instructor is directly responsible to the Director of the ANC Technical Center, and ultimately to the Vice President of College and Career Readiness. The duties of this position will be performed in support of the vision and mission of the ANC Technical Center, as well as that of ANC.

The successful candidate will teach Industrial Technologies and related topics to high school students. Other responsibilities include assessment and evaluation of teaching and learning, curriculum design/implementation, program planning, and involvement in student recruitment and retention-related activities.

**DATE OF APPOINTMENT:** August 1, 2018

#### **QUALIFICATIONS:**

Associate degree in Industrial Technology or a related industrial field and/or professional certifications and experience necessary to obtain a secondary teaching certificate or permit is required. Work experience in a manufacturing environment is highly preferred. Must possess and demonstrate knowledge of various industrial processes, including mechanical drives, robotics, and electrical, pneumatic, hydraulic, and mechanical systems. Must demonstrate the ability to communicate effectively, both orally and in writing, and the ability to utilize technology. The ideal candidate should be persuasive, results-oriented, and able to work independently and as part of a team. Must be able to formulate and write plans for instruction, and maintain organized and current student records. The successful candidate must have excellent organizational skills and a high level of energy.

#### **JOB DESCRIPTION:**

1. Develops and coordinates the modification of an Industrial Technology program that meets local industry needs.
  - a. Provides input on curriculum development
  - b. Partner with post-secondary instructors to maintain concurrent credit offerings.
  - c. Develops advisory committee relationships
  - d. Regularly asks for industry feedback and input
2. Develop and maintain a local advisory board in conjunction with post-secondary.
  - a. Hold two advisory board meetings per school year.
  - b. Regularly incorporate industry needs into classroom learning.
  - c. Develop board relationships into job placement/internships opportunities.
3. Instructs all secondary Technical Center students.
  - a. Incorporates engaging, hands-on activities into curriculum.
  - b. Teaches to all student abilities to help each student realize full potential.

- c. Teach professionalism and other “soft skills.”
  - d. Incorporate work-based learning experiences into classroom (guest speakers, industry tours, etc.).
4. Maintains and enhances the College’s relationship with secondary school districts.
  - a. Attend parent-teacher conferences.
  - b. Identify opportunities to recruit students while supporting district needs.
5. Provide assistance to students in identifying post-secondary plans.
  - a. Become familiar with ANC’s post-secondary offerings, especially those relative to your program of study.
  - b. Be able to provide students with admissions requirements.
  - c. Use professional relationships to identify job opportunities for students.
6. Attend staff meetings, in-service trainings, and out-of-town and local conferences as required.
  - a. Maintain required educational licenses.
  - b. Complete annual required professional development.
7. Maintain confidential student records.
  - a. Use online grading system to maintain up-to-date students grades.
  - b. Ensure students can access grades.
  - c. Keep record of student evaluations and disciplinary issues.
  - d. Communicate with parents to foster student success

**SALARY:**

Salary commensurate with education and experience as defined on the Placement Schedule. A generous fringe benefits package is included.

**APPLICATION DEADLINE:**

Review of applications will begin immediately and will continue until the position is filled. Interviews may occur throughout the application period.

**APPLICATION PROCEDURE:**

To apply, send completed ANC application, letter of interest, resume, references, and transcripts for all postsecondary work and certification materials to:

**Office of Human Resources  
Arkansas Northeastern College  
P.O. Box 1109  
Blytheville, AR 72316-1109**

or

**[email anc-hr@smail.anc.edu](mailto:anc-hr@smail.anc.edu)**

For more information, call (870) 762-3121.

**DATE OF ANNOUNCEMENT:**

June 19, 2018