

# INGRAM STATE TECHNICAL COLLEGE

## Position Announcement

Career/Technical (Logistics) Instructor

Multiple Positions

Posted: January 11, 2018

**Application Deadline:** Search will continue until 3:00 PM on February 1, 2018.

**General Information:** J. F. Ingram State Technical College is a postsecondary correctional education institution with centers located at Deatsville, Wetumpka, adjacent to Draper Correctional Facility in Elmore County, a presence at the Alabama Therapeutic Education Facility (ATEF) in Columbiana, Alabama as well as at Donaldson Correctional Facility. Its mission is to provide quality educational services to individuals incarcerated in central Alabama's correctional facilities. The student population served is diverse in age, race, educational, economic, and cultural backgrounds.

**Qualifications:** Associate's degree or equivalent [at least sixty (60) semester hours in a planned program including associate degree core] from a two-year college or technical school is preferred. Three (3) years successful full-time experience as a logistician is required. Additional years of full-time logistics experience may be applied towards the educational qualification on a three-to-one basis.

**Job Summary:** All duties performed under the direct supervision of the Dean of Instruction. Teaches career/technical subjects to students. Listed below are the essential functions of the position. These may be modified or others assigned in order to meet the needs of the College.

### Essential Functions:

- Organizes program of practical and technical instruction, including demonstrations of skills required in trade, and lectures on theory, techniques, and terminology.
- Instructs students in subject areas such as mathematics, communication skills, work habits, use and maintenance of tools and equipment, codes or regulations related to trade, and safety precautions.
- Plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Tests and evaluates achievement of student in technical knowledge and trade skills.
- Maintains all records and provides reports as directed by the Dean of Instruction or his designee.
- Assists in job placement for graduates.
- Serves as advisor for all students enrolled in the occupational program.
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any/all applicable guidelines, procedures, and policies, etc. set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J. F. Ingram State Technical College.
- Performs other professional duties as assigned by the President, Dean of Instruction or their designee.

**Salary Range:** *Salary will be determined by placement on appropriate Alabama Community College System – approved salary schedule D2 (\$33,746 - \$72,992 for a 9 month appointment). Summer employment is dependent upon enrollment.*

NOTE: All applicants will receive a copy of the approved job description, which will include details of duties and responsibilities.

**Application Procedure:** Application forms are available from the following website at: [www.istc.edu/employment/jobs](http://www.istc.edu/employment/jobs).

**Important Note!** Only completed application packets will be considered. If an application deadline is specified, the College must receive all materials prior to the deadline. If an interview is required, applicants must adhere to the College's interview schedule, travel at their own expense, and be willing to complete any additional required application materials. Interviews may include a prescribed question and answer session, and may include a writing assignment, and/or a demonstration of job-related and teaching skills. All application materials received will permanently become part of the College's search files and will not be returned to the applicant. A separate application packet

P.O. Box 220350 • Deatsville, Alabama 36022

Phone: 334-290-3248

## INGRAM STATE TECHNICAL COLLEGE

must be submitted for each position being applied for. Questions can be sent by e-mail to Erica Portis-Turner, Coordinator of Human Resources at [erica.turner@istc.edu](mailto:erica.turner@istc.edu) or call 334-290-3248.

### A complete application packet consists of:

- A completed institutional application form containing the applicant's signature. (Electronic signatures are not acceptable however photocopies of application materials are acceptable)
- A current resume reflecting all previous work experience.
- Transcripts for all college coursework taken. Unofficial transcripts will be acceptable for review by a selection committee. However, prior to any offer of employment, official transcripts must be received by the College.

Human Resources Job Line  
(334) 290-3279

Mail to:  
J. F. Ingram State Technical College  
Post Office Box 220350  
Deatsville, Alabama 36022

Hand deliver to:  
5375 Ingram Road  
Deatsville, Alabama 36022

**\*\*All mailed application packets must be mailed to PO Box 220350, Deatsville, AL 36022 by the specified deadline.**

**DO NOT STAPLE ANY ITEMS CONTAINED IN YOUR APPLICATION MATERIALS**

**ALL APPLICATION MATERIALS, SUBMITTED FOR CONSIDERATION OF EMPLOYMENT, MUST BE MAILED OR HAND-DELIVERED TO THE COLLEGE AT THE SPECIFIED ADDRESSES LISTED ABOVE AND MUST CONTAIN ORIGINAL SIGNATURES. NO E-MAILED OR FAXED APPLICATION MATERIALS WILL BE ACCEPTED.**

**Other Information:** J.F. Ingram State Technical College reserves the right not to fill this position should it be determined that the best interests of the College would be so served. I understand that any offer of employment is contingent upon a satisfactory criminal background investigation. I understand that in the event a conviction for a felony or any crime involving moral turpitude is found that the procedures set out in the guidelines for ACCS Board Policy 623.01 will be followed. I further understand that I may be responsible for the cost of said criminal background check. In compliance with the Beason-Hammon Act (Immigration Act), E-Verify has to be completed within 3 days of hire and the determination will provide the basis for continued employment or other actions as stipulated by the E-Verify system.

***J.F. Ingram State Technical College is an equal opportunity employer. It is the official policy of the Alabama Community College System, including postsecondary institutions under the control of the ACCS Board of Trustees, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity, or employment. J.F. Ingram State Technical College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this job announcement at any time prior to the awarding.***