



POSITION ANNOUNCEMENT

Industrial Technology Instructor Secondary Center/Allied Technology (Partially Grant-Funded)

Position Description:

The Industrial Technology Instructor is directly responsible to the Director of the ANC Technical Center, and ultimately to the Associate Vice President of Allied Technologies. 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 provide instruction in Industrial Technology and related topics to high school students and assigned Allied Technology courses. Other responsibilities include assessment and evaluation of teaching and learning, curriculum design/implementation, program planning, and involvement in student recruitment and retention-related activities.

This position will be a twelve-month (12) appointment and will operate in a traditional mode. This is an innovative coordination/teaching position that demands maximum performance, dedication, and flexibility.

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. Partners with post-secondary instructors to maintain concurrent credit offerings.
 - c. Develops advisory committee relationships
 - d. Regularly asks for industry feedback and input
2. Develops and maintains a local advisory board in conjunction with post-secondary.
 - a. Holds two advisory board meetings per school year.

- b. Regularly incorporate industry needs into classroom learning.
 - c. Develops board relationships into job placement/internship opportunities.
3. Instructs all secondary Technical Center students and assigned Allied Tech courses.
 - a. Incorporates engaging, hands-on activities into curriculum.
 - b. Teaches to all student abilities to help each student realize full potential.
 - c. Teaches professionalism and other “soft skills.”
 - d. Incorporates work-based learning experiences into classroom (guest speakers, industry tours, etc.).
4. Maintains and enhances the College’s relationship with secondary school districts.
 - a. Attends parent-teacher conferences.
 - b. Identifies opportunities to recruit students while supporting district needs.
5. Provides assistance to students in identifying post-secondary plans.
 - a. Becomes 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. Uses professional relationships to identify job opportunities for students.
6. Attends staff meetings, in-service trainings, and out-of-town and local conferences as required.
 - a. Maintains required educational licenses.
 - b. Completes annual required professional development.
7. Maintains confidential student records.
 - a. Uses online grading system to maintain up-to-date students grades.
 - b. Ensures students can access grades.
 - c. Keeps record of student evaluations and disciplinary issues.
 - d. Communicates 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 Procedures:

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

Office of Human Resources
Arkansas Northeastern College
P.O. Box 1109
Blytheville, AR 72316-1109
or
[email thampton@smail.anc.edu](mailto:thampton@smail.anc.edu)

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

DATE OF ANNOUNCEMENT:

June 21, 2022