

HUMAN RESOURCES
803-981-7259
803-327-8026
803-981-7711 FAX

POSITION: Criminal Justice Instructor – Health & Human Services Division
Position #143570, (UG70, Slot 0044, Band 00).

STARTING SALARY: Actual starting salary may be commensurate with qualifications and experience.

MINIMUM TRAINING AND EXPERIENCE: Master's Degree in Criminal Justice or Master's Degree in a related field and 18 graduate semester hours in Criminal Justice from a regionally accredited university required. At least 5 years of experience in the field with past or present certification in good standing from a state or federally accredited criminal justice training academy. Skilled in the use of computers and a Learning Management System as D2L or Blackboard and commitment to the use of technology in instruction. Teaching experience and/or training office experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES: Knowledge of instructional methodologies and alternative delivery methods. Knowledge of diverse learning styles. Ability to communicate effectively, verbally and in writing, with students, peers, administrators, and the general public. Ability to establish and maintain effective, cooperative working relationships. Ability to work flexible hours as needed. Ability to work days, evenings, or weekends as needed. Ability to work on multiple campuses in service delivery area as required.

SPECIFIC DUTIES:

1. Teaching Performance: Provides students with appropriate course materials (syllabus, calendar, policy statements, or guidelines). Adhere to course competencies in the preparation and delivery of quality instruction. Be organized and prepared for classes. Teach and test relevant content. Pace instruction and vary delivery to meet different learning styles. Provide appropriate and timely feedback. Maintain a positive environment for optimum student performance. Provide for and value appropriate student input. Maintain accepted standards of achievement.
2. Student Advisement: Provide appropriate academic guidance. Maintain office hours and be available during assigned and optimum times for advising. Cooperate as part of the advising team for the program. Assist students as possible in setting and meeting short and long-range educational goals. Take advantage of advising training. Learn and use computer resources to access data and properly advise students. Be knowledgeable of institutional policies, procedures, and programs. Make referrals and conduct follow-up as appropriate. Use discretion in dealing with confidential information.
3. Instructional Development: In coordination with the department manager and other faculty, prepare and maintain competency-based course syllabi and support materials for all courses. Assist with selection of textbooks and other instructional resources.
4. College and/or other Community Service: Promote the College as possible. Assist in recruitment and placement. Cooperate with and participate in projects and activities of the College and as appropriate in the community. Serve on advisory committees as requested. Promote and support the continuing education program of the College. Maintain a cooperative working relationship with College personnel.
5. Professional Development: Seek ways to keep current in the teaching field. Develop an annual professional development plan (with short and long-range goals) in keeping with the College's mission and institutional goals. Participate in appropriate courses, seminars, and workshops especially those that introduce new ideas or practices.
6. Instructional Management: Maintain required and appropriate records and files. Submit all reports in an accurate and timely manner. Practice effective classroom management. Prioritize duties and use time wisely. Maintain current files for courses. Handle student work and records in a professional manner. Performs other duties as required.

To apply, please complete an on-line employment application at <https://yorktech.edu/Human-Resources/Career-Opportunities/> or come to the Human Resources Department, 452 South Anderson Road, Rock Hill, SC, 29730, to complete an on-line employment application. Applications accepted until May 25, 2022.

**YORK TECHNICAL COLLEGE IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.
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NATIONAL ORIGIN, SEX, INCLUDING PREGNANCY & CHILDBIRTH (FOR RELATED MEDICAL CONDITIONS), AGE, OR DISABILITY.
PURSUANT TO SECTION 41-1-110 OF THE CODE OF LAWS OF SC, AS AMENDED, THE LANGUAGE USED IN THIS DOCUMENT
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