



**CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE  
JOB ANNOUNCEMENT**

**Forestry Instructor – 9 Month Position**

CLTCC serves eleven parishes (Allen, Avoyelles, Catahoula, Concordia, Grant, LaSalle, Rapides, Vernon, Winn, Many, Natchitoches) in central Louisiana and has nine 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 Lamar Salter Site in Leesville; 6) the Oakdale Site in Oakdale; 7) the Ferriday Site in Ferriday, 8) Sabine Valley in Many, and 9) Natchitoches in Natchitoches. Additionally, CLTCC provides instruction in four state prisons and two federal correctional institutions. This position is domiciled at our Winnfield campus.

**SUMMARY:**

The instructor is responsible for preparing for class, delivering lectures, facilitating discussions, doling out assignments, grading work and advising students.

Duties include; facilitating Education classes, leading tree walks, on the most up to date arborist research. The ideal candidate is an experienced, enthusiastic, highly motivated individual, loves working with people, and is dedicated to rural and community forestry. The candidates should possess a broad range of technical rural forestry skills, excellent interpersonal communication skills, and a genuine interest in the conservation mission of the forestry industry.

**General Scope of Responsibilities**

1. Practice excellence in teaching and instruction.
2. Demonstrate evidence of professional growth and academic currency.
3. Carry out the responsibilities specific to his/her area, department and/or program.
4. Contribute to the CLTCC Community by participation in service activities when available.
5. Contribute to the local community by participation in service activities when available.
6. Adhere to CLTCC policies and procedures.
7. Adhere to the federal prison policies and procedures.

**B. Teaching and Instruction**

1. Begin class on time in an orderly, organized fashion.
2. Be courteous to and approachable by students.
3. Follow approved policies and procedures in the conduct of all instructional activities.
4. Use effective motivation to help stimulate a personal desire to learn the subject/skill(s).
5. Constantly strive to improve instruction through:
  - a. Self-analysis and evaluation.
  - b. Observation & study of new instructional techniques for lecture, laboratory or performance courses.
  - c. The use of technology where applicable to enhance the learning environment.
  - d. Re-evaluation and re-definition of instructional objectives.
  - e. Continual revision and updating of course content and materials of instruction.
  - f. Attendance at the division meetings, conferences on improvement of instruction, and such activities as may be required for self-improvement.
6. Meet and assist inmate students during office hours or by appointment at other reasonable times.
7. Prepare complete course syllabi.

8. Being punctual and working your scheduled workday is an essential function of this job.

Skills:

- Excellent written, oral presentation and interpersonal communication skills
- Superior team-building skills to build trust with others in a rapidly changing environment
- Excellent organization, planning, and prioritization skills are essential

**Required Minimum Qualifications:**

- Bachelor's degree in arboriculture, horticulture, urban forestry, landscape management or related field,
- Well organized.
- Broad range of trends and best practices in teaching your subject matter.
- A strong commitment to and passion for the mission of the comprehensive community college
- Proficiency in Microsoft applications (Word, Excel and PowerPoint)

Demonstrated Ability to:

- Work collaboratively with other administrative departments and government agencies
- Provide excellent customer service to faculty, staff, current students, prospective students, alumni, Forestry and industry partners, community representatives and other stakeholders
- **Preferred (Desired) Qualifications:**
- Master's from an accredited university.
- Five or more years of increasingly of progressively responsible experience in the area of teaching.
- Proficiency in Microsoft Access. □ Project management experience.
- Working experience with Ellucian's Banner or other major student information system
- Proficiency in Microsoft Access

**Compensation:**

Compensation will be \$32,500.00 - \$52,800.00 per 9-month academic calendar year.

**Application Instructions:**

- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check.

**Submit documents to:**

Central Louisiana Technical Community College  
Human Resources

**Attention:** Forestry Instructor  
4311 South MacArthur Drive  
Alexandria, LA 71302-3137

Or

[Elizabethlewis6@cltcc.edu](mailto:Elizabethlewis6@cltcc.edu)

**Position Closes August 14, 2017**

**ACKNOWLEDGEMENT**

I, \_\_\_\_\_, acknowledge that I have read and understand the responsibilities of this Job Description for this position. Furthermore, by signing below, I acknowledge my understanding that CLTCC is an AT WILL employer and either party can terminate our employment agreement with or without cause.

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Name

Date

**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:** Human  
Resources Director (318) 487-5443 ext. 1154  
4311 South MacArthur Drive  
Alexandria, LA 71302

