

Position Description

Job Title: Faculty, Career & Technical Education
Department: Academic Affairs
Last Update: 4/16/2009
Supervisor's Position: Campus Administrator/SLO
FLSA Status: Exempt



The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel in said position.

Job Summary:

The Faculty Instructor provides subject matter expertise. Teach courses, adhering to lesson plans, meeting course objectives, and ending courses on time as scheduled.

Essential Duties and Responsibilities:

- Set regular on-campus office hours.
 - Administer appropriate assessment tools.
 - Present a neat and professional appearance.
 - Conduct classes at assigned locations and on time.
 - Attend staff and faculty meetings as assigned.
 - Must be available for required course assignments.
 - Prepares lesson plans and provides course lectures as required.
 - Update and distribute syllabi for each course and each session.
 - Participate in all in-service trainings and remain current subject area(s).
 - Maintain and submit accurate records of attendance, grades and all other required paperwork.
 - Develops course materials, evaluates and modifies course content and training methods for specialized training environments.
 - Evaluate students as provided by course outlines, institutional policy, and assignment of grades.
 - Uses software systems to investigate compliance data, perform task analysis, develops curriculum materials, manuals and Computer Based Training products.
 - Be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 - Maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organization.
 - Comply with all College policies and procedures.
 - Assume any other related duties as may be assigned by the Campus Administrator.
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Required Knowledge, Skills, and Abilities:

- Excellent communication skills
- Detail oriented with strong organizational skills.

- Ability to work independently with little or no supervision.
- Ability to use personal computer and software applications.
- Ability to work under pressure and meet deadlines.
- Ability to accurately and quickly process, enter and audit data.
- Good interpersonal skills – must be able to work with students, technical and administrative personnel in a pleasant, professional, and efficient manner.
- Ability to effectively organize and direct personnel during crisis or emergency situations.
- Demonstrate ability and knowledge to provide team leadership for planning.
- Ability to communicate with employees, management, other areas of the organization, in person, on the phone and by written communications in a clear straight-forward and professional manner.
- Ability to pre-plan course work.
- Demonstrate ability and knowledge to work in team-like environment.

Education and Experience:

- Associates degree, required. Bachelor’s degree, preferred.
- Minimum of 3-5 years work experience in industry.
- Teaching experience in adult education, preferred.
- Possess current licensure/certification/registration as required by profession.

Working Conditions:

Attendance required at regularly scheduled meetings and in-services, as well as at meetings that may be scheduled on an impromptu basis. Occasional travel between the College locations. Working hours may fluctuate based upon college deadlines, projects being undertaken, and the types of services needing to be provided. Invest the necessary time in performing all tasks necessary in order to accomplish assigned work.

Employee Acknowledgement

Date

Supervisor Acknowledgement

Date