

TECHNICAL-VOCATIONAL FACULTY, TDCJ,
ELECTRICAL TECHNOLOGY INSTRUCTOR

GENERAL STATEMENT:

Teach in the certificate instructional programs of TVCC and perform other duties related to the instructional assignment for electrician training within the TDCJ.

REPORTS TO:

Dean of Correctional Education

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Associate degree.

**LICENSE OR
CERTIFICATION:**

Electricians License required.

EXPERIENCE:

Minimum of three (3) years experience in the field.

OTHER:

Knowledge of the Texas Department of Criminal Justice preferred.

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Arrive on time for classes and complete full-day teaching duties as required.
- Schedule and keep hours as required by College policy.
- Keep class record books, keys, lesson assignments, and other necessary materials or equipment available for substitute instructors.
- Assist with counseling and registration of students.
- Submit all required student grade reports to the registrar's office on schedule.
- Maintain accurate attendance records for all classes.
- Attend all faculty meetings, commencements, and other special meetings called by the dean, associate vice president of instruction, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Work with TDCJ personnel and students on industrial projects.
- Serve as members of committees.
- Recommend the purchase of textbooks and instructional materials.
- Fulfill professional growth requirements according to college policy.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes as required by departmental procedures.
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of a classroom and laboratory environment.

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The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

All TVCC positions are security sensitive and require a criminal background check.

Approved: 10/16/09

Revised:

JD436