

ACADEMIC FACULTY, ATHENS, MEDIA

GENERAL STATEMENT:

Teach in the instructional programs of the College and perform other duties related to their instructional assignment.

REPORTS TO:

Appropriate Division Chairperson

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Masters' degree with a minimum of eighteen (18) graduate hours in journalism/communication.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Proven ability to supervise the publication of a student newspaper, both in both print and electronic formats. Proven ability to use industry-standard publication and photography software. Proven ability to operate digital cameras, both still and video, and high-technology videography equipment.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies, including overseeing the publication of the *TVCC News Journal*, both in paper and in digital formats. This includes, but is not limited to, teaching AP writing style, writing and editing for SAE, interviewing skills, applying ethical standards to First Amendment rights, and teaching all software utilized in these processes.
- May be assigned to teach within the Texas Department of Criminal Justice prison units, or other TVCC campuses.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcomes results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson as early as possible of an inability to meet a class.
- Schedule, post, and keep office 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 division chairperson, associate vice president, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as a member of committees.

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- Recommend the purchase of library books and instructional materials.
- Recruit and retain journalism students and maintain a program of excellence.
- Maintain the inventory of digital and video equipment, upgrading, repairing, and replacing as needed and keeping track of equipment that is checked out to students. Assist IT Services with the maintenance of all journalism computer labs, including the newspaper lab, the photography lab, and the interactive media lab.
- Effectively manage the departmental budgets and disburse scholarships.
- Teach interactive media classes using videography in high-technology formats, both in studio and outside the studio.
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

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: 02/08/95

Revised: 05/3/10

JD102