

TECHNICAL-VOCATIONAL FACULTY, TERRELL, FIRE SCIENCE

GENERAL STATEMENT:

Teach in the associate degree instructional programs of the college that contain courses where transfer to a senior institution is a goal. Also, teach in the certificate instructional programs of the College that are not designed for transfer to a senior institution. Perform other duties related to their instructional assignment.

REPORTS TO:

Dean, Terrell Campus

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree required.

LICENSE OR CERTIFICATION:

Instructor Certification by the Texas Commission on Fire Protection.

EXPERIENCE:

Three (3) years of work experience as a certified fire fighter in Texas. College teaching experience is preferred.

OTHER:

This position will require a second teaching field in emergency medical service, criminal justice, or business administration.

This position requires teaching classes in the evening.

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Arrive on time for classes or notify the division chairperson or dean 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, deans, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the institution.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Other duties as assigned by appropriate supervisory personnel

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.
- Requires teaching classes in the evening.

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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

Approved: 06/16/97

Revised:

JD284