

TECHNICAL-VOCATIONAL FACULTY, TDCJ,
COMPUTER INFORMATION TECHNOLOGY

GENERAL STATEMENT:

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

REPORTS TO:

Director of TDCJ Instructional Programs

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Computer Science or related field required.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

Minimum of three (3) years experience working in the computer industry.

OTHER:

None

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 recruiting, 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 director, 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 member 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 a classroom 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

Approved: 02/08/95

Revised: 05/29/02

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