

## **TECHNICAL-VOCATIONAL FACULTY, TDCJ, DRAFTING**

### **GENERAL STATEMENT:**

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

### **REPORTS TO:**

Dean of Correctional Education

### **OCCUPATIONAL GROUP:**

Faculty

**FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in drafting or related field required.

#### **LICENSE OR CERTIFICATION:**

None

#### **EXPERIENCE:**

Minimum of three (3) years work experience in drafting. College teaching experience preferred.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Follow TDCJ and Windham contracted personnel policy.
- 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.
- Keep work 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 recruiting 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, 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, when allowable.
- Recommend the purchase of library books and instructional materials.
- Fulfill professional growth requirements according to college policy.
- Other duties as assigned by appropriate supervisory personnel.

### **PHYSICAL REQUIREMENTS:**

- Within the general range of an office or 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*

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

*Approved: 09/13/99*

*Revised: 6/16/10*

JD 313