

ACADEMIC FACULTY AND DIRECTOR OF THEATRE, ATHENS

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:

Master's degree with a minimum of eighteen (18) graduate hours in drama. A second teaching field is preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

College teaching experience is preferred. Training and experience in technical theatre is also preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach within the Texas Department of Criminal Justice prison units.
- 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, assistant 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.
- Serve as members of committees.
- Recommend the purchase of library books and instructional materials.
- Serve as technical director, costume director, construction supervisor, and/or crew supervisor on at least two College productions per year.
- Monitor the departmental and agency budgets.
- Disperse scholarships.
- Maintain and control the show schedule for the department.

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- Supervise student workers.
- Recruit potential students for the theatre program.
- Keep a schedule of auditorium use.
- Supervise UIL theatre events by maintaining UIL regulations and TVCC policies.
- 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: 07/14/04

Revised: 12/14/09

JD353