

TECHNICAL-VOCATIONAL FACULTY, TERRELL, ECONOMICS & BUSINESS

GENERAL STATEMENT:

Teach in the associate degree instructional programs of the college that contain courses where transfer to a senior institution is a goal and perform other duties related to their instructional assignment.

REPORTS TO:

Appropriate Division Chairperson and Campus Dean

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Bachelor's degree in Business. Master's degree with a minimum of eighteen (18) graduate hours in Economics.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Three (3) years of related work experience in a business setting. Minimum of three (3) years verifiable experience teaching at the college level.

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 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.

TECHNICAL-VOCATIONAL FACULTY, TERRELL, ECONOMICS& BUSINESS

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: 5/4/05

Revised:

JD362