

## **WORKFORCE EDUCATION FACULTY, ATHENS, BUSINESS**

### **GENERAL STATEMENT:**

Teach office technology and general business courses in the associate of applied science and certificate Business and Office Administration instructional programs and perform other duties related to their instructional assignment.

### **REPORTS TO:**

Appropriate Division Chairperson or Campus Dean

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Bachelor's degree in Business; Master's degree in Education or Business.

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

None

#### **EXPERIENCE:**

Three years of related work experience. Teaching experience at the community college level.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Teach assigned distance learning classes via ITV, telecourse or Internet.
- 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.

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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:*      5/8/06

*Revised:*

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