

## **TECHNICAL VOCATIONAL FACULTY, ATHENS, BUSINESS TECHNOLOGY**

### **GENERAL STATEMENT:**

Teach Office Technology theory and skills courses and General Business courses in the Associate of Applied Science and Certificate in Business and Office Administration instructional programs and perform other duties related to their instructional assignment.

### **REPORTS TO:**

Division Chairperson, Business

### **OCCUPATIONAL GROUP:**

Faculty

### **FLSA:** Exempt

### **QUALIFICATIONS FOR APPOINTMENT:**

#### **EDUCATION:**

Master's degree, academic/work background in business and office technology required. Minimum of eighteen (18) graduate hours in Business Technology or related field preferred.

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

None

#### **EXPERIENCE:**

Work experience in a business related field is required.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Courses to be taught include but are not necessarily limited to: Introduction to Keyboarding, Basic Keyboarding, Intermediate Keyboarding, Word Processing I, Advanced Word Processing, Desktop Publishing for the Office, Business English and other business and computer related courses.
- May be assigned to teach classes within the Texas Department of Criminal Justice prison units.
- May be assigned to teach dual credit courses at the secondary level.
- May be assigned to teach distance learning classes via ITV, telecourse or Internet, or at any TVCC campus center.
- 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 and/or assistant vice president of instruction 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.
- Other duties as assigned by appropriate supervisory personnel.

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**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 required a criminal background check.*

*Approved: 04/01/09*

*Revised: 05/15/09*

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