

WORKFORCE EDUCATION COORDINATOR/FACULTY, ATHENS
MECHANICAL ENGINEERING TECHNOLOGY

GENERAL STATEMENT:

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

REPORTS TO:

Division Chairperson, Career and Technology

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Master's degree preferred, bachelor's degree required. A minimum of three (3) years work experience required.

**LICENSE OR
CERTIFICATION:**

None

EXPERIENCE:

A minimum of three (3) years experience working in the manufacturing profession. Grant writing/reporting experience in educational fields is preferred. Community College and secondary teaching experience in the field of manufacturing is preferred. Documented knowledge of Machining, CAD/CAM/CNC equipment is preferred. Plastic extrusion knowledge is preferred. Clean room knowledge and procedures are required.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- To supervise and coordinate the Mechanical Engineering Technology (MET) degree and certificate programs of the College.
- Work with the Career and Technology Division (CTE) Chair in curriculum development and revision, budget development and oversight, scheduling, and program and personnel evaluations.
- To assist in the recruitment of full-time and part-time personnel teaching Mechanical Engineering Technology courses.
- Supervise, evaluate and remediate faculty in the creation and delivery of Mechanical Engineering Technology courses.

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- To assist with the professional development of full-time and part-time program faculty.
- To make recommendations concerning curriculum additions, deletions, and revisions for the Mechanical Engineering Technology program.
- To assist the CTE division chair in publishing the schedule of classes for all campuses each semester.
- To supervise the preparation of the budget (including grants) for the MET programs.
- To supervise budget expenditures (including grants).
- To assist in grant reporting and submissions.
- To supervise the evaluation of instruction in the MET program.
- To assist with the implementation of policies and directives mandated by the Texas Higher Education Coordinating Board concerning Workforce Education courses and programs.
- To assist in the calculating of faculty workloads and recommend additional compensation for extra teaching in the MET programs.
- To assist with the administration of academic concurrent/dual credit classes taught in/for area high schools.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- May be assigned to teach dual credit courses at the secondary level.
- May be assigned to teach distance learning classes via ITV, Internet, or at any TVCC campus center.
- Participate in curriculum development, including the establishment of departmental learning outcomes, and the reporting of learning outcome results as required by departmental procedures.
- Arrive on time for classes or notify the division chairperson or Associate VP as early as possible of an inability to meet a class.
- Schedule, post and keep 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.
- Recommend the purchase of library books and instructional materials.
- Attend all faculty meetings, commencements, and other special meetings called by the division chair, associate vice president, vice president of instruction, or the president.
- Keep the administration informed regarding matters affecting the welfare of students, faculty, and the college.
- Serve as member of committees.
- Recommend the purchase of textbooks and instructional materials.
- Fulfill professional growth requirements according to college policy.
- Other duties as assigned by appropriate supervisory personnel.

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PHYSICAL REQUIREMENTS:

- Within the general range of a workforce education 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: 9/27/10

Revised:

JD463