

TECHNICAL-VOCATIONAL FACULTY, TDCJ, AUTOMOTIVE TECHNOLOGY
INSTRUCTOR – C.E.

GENERAL STATEMENT:

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

REPORTS TO:

Dean of Correctional Education

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

Higher education certificate and specialized training in teaching field required. Associate degree preferred.

**LICENSE OR
CERTIFICATION:**

Industrial certification required.

EXPERIENCE:

Minimum of three (3) years of direct or related work experience in the field of auto-mechanics. Teaching experience and correctional education experience preferred.

OTHER:

None

DUTIES AND RESPONSIBILITIES:

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Arrive on time for classes or notify the Dean of Correctional Education as early as possible of an inability to meet a class.
- Schedule, post, and keep work 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, recruitment 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 Dean of Correctional Education, 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 when feasible.
- Recommend the purchase of textbooks 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, TDCJ, AUTOMOTIVE TECHNOLOGY
INSTRUCTOR – C.E.

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: 02/08/95

Revised: 10/21/09

JD268