

**TECHNICAL-VOCATIONAL FACULTY, ATHENS, PALESTINE, TERRELL**  
**COMPUTER SCIENCE**

**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:**

Master's degree with a minimum of eighteen (18) graduate hours in computer science.

**LICENSE OR  
CERTIFICATION:**

None

**EXPERIENCE:**

Three (3) years of direct or related work experience in the computer field. College teaching experience is preferred. Extensive knowledge of current software and hardware applications including its use in local area networking. Technical skills necessary to troubleshoot and perform minor repairs on PCs. Good communications skills.

**OTHER:**

May be required to lift and carry up to 40 lbs.

**DUTIES AND RESPONSIBILITIES:**

- Teach assigned classes according to approved course syllabi and minimum competencies.
- Work with computer lab coordinator to keep computers in good working order and assist with troubleshooting and repair of PCs.
- Coordinate with the college network administrator in maintaining the local area network.
- 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

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**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or classroom environment.
- May be required to lift and carry up to 40 lbs.

*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:*      06/12/97

*Revised:*      07/29/98

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