

## **TECHNICAL-VOCATIONAL FACULTY, ATHENS, DRAFTING**

### **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 drafting.

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

None

#### **EXPERIENCE:**

Three (3) years work experience in the drafting industry. Experience in CAD software use and configuration. Ability to maintain computer hardware and software. Experience with CNC equipment and software. Experience with local network administration.

#### **OTHER:**

None

### **DUTIES AND RESPONSIBILITIES:**

- Maintain academic standards as established by the College and Drafting program.
- Teach assigned classes according to approved course syllabi and minimum competencies.
- 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 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.
- Assist in planning of the budget and the selection of textbooks and visual aids.
- Recommend the purchase of library books and instructional materials.
- Observe regulations as outlined in the College faculty handbook.
- Participate in development, implementation, and evaluation of the total drafting curriculum.
- Serve as resource person for students.
- Assist in recruitment and retention of drafting students.
- Keep abreast of current trends in the drafting industry through continuing education.

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- Maintain drafting department web page.
- Create, organize, and maintain network storage resources assigned to the drafting organizational unit.
- Create, organize, and maintain drafting student network user accounts.
- Maintain CNC equipment and software.
- Participate in professional organizations.
- Other duties as assigned by appropriate supervisory personnel

**PHYSICAL REQUIREMENTS:**

- Within the general range of an office or technical-vocational 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*

*Approved: 07/17/03*

*Revised:*

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