

WORKFORCE EDUCATION FACULTY, LEGAL ASSISTANT COORDINATOR

GENERAL STATEMENT:

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

REPORTS TO:

Appropriate Division Chairperson and/or Campus Provost

OCCUPATIONAL GROUP:

Faculty

FLSA: Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

- Hold a master's degree or higher in the teaching discipline;
- **OR:** Hold a master's degree in any discipline, with 18 graduate hours in the teaching discipline;
- **OR:** hold a bachelor's degree in the teaching discipline, or an associate's degree **PLUS** have demonstrated competencies in the teaching discipline and must have **3 years** of relevant full-time work experience.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

College teaching experience is preferred.

OTHER:

None

COORDINATOR DUTIES AND RESPONSIBILITIES

In addition to the instructional responsibilities outlined in TVCC Board Policy DDA (LOCAL), program coordinators:

- Oversee curriculum development in program, including the establishment, incorporation, and the reporting of program learning outcomes.
- Present curricular recommendations to division chairperson for consideration and approval by the curriculum and instruction committee.
- Coordinate the program's selection and adoption of textbooks and materials to support the respective learning outcomes of the program.
- Inform administration of matters affecting the welfare of students, faculty, and the institution.

PHYSICAL REQUIREMENTS:

- Within the general range of an office or classroom environment.

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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: 1/11/16 Revised:

JD693