

**WORKFORCE EDUCATION FACULTY, MANICURE/NAIL TECHNOLOGY**  
**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 bachelor's degree or higher in the teaching discipline;
- **OR:** Hold an associate's degree (in the teaching discipline) and a minimum of **3 years** relevant full-time work experience;
- **OR:** Hold a certificate in the teaching field **PLUS** provide (in a continuously updated portfolio) documentation of demonstrated competencies in the teaching field, work experience in the field, licensure, certification, honors and awards, continuing education, continuous documented excellence in teaching and other demonstrated competencies and achievements that contribute to effective teaching and student learning outcomes. **PLUS**, have a minimum of **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:*

*JD703*