



Job Description

Job Title: Faculty, Technical

Job Code: 11413

Effective: July 1, 2015

JOB SUMMARY

The technical instructor is responsible for performing all aspects of instruction for assigned program to include, but not limited to, implementing, revising, and evaluating assigned subject area using state standard curriculum; utilizing all resources within assigned curricular area efficiently; and providing up-to-date skills and knowledge of program area to meet the needs of students, as well as business and industry demands.

MAJOR DUTIES

- Develop program and course outlines, goals, and objectives that meet individual needs, interests and at the same time meets the state standards;
- Develops appropriate course syllabi and lesson plans, and organizes daily classes utilizing a variety of creative/innovative techniques which can be accomplished within the allotted time;
- Evaluates students' progress and performance, knowledge, and skill in attaining goals and objectives in subject/course being taught on a regular basis and provides timely feedback to students;
- Oversees and manages experiential learning components of the program area (i.e., live work, practicums, simulated environments, and internships courses) by updating and maintaining the required documentation and monitoring and supervising students;
- Coordinates course needs for adjunct instructors;
- Maintains a record of student attendance;
- Requests and maintains supplies and equipment and prepares required budget requests;
- Participates in assessment, planning, budgeting, and staff development;
- Maintains program certification requirements, as appropriate;
- Prepares and maintains all required documentation and administrative reports as required by law and administrative regulations;
- Ensures safety and security requirements are met in the training area;

- Plans and implements a lab management and safety plan;
- Meets with students, staff members, and other educators to discuss students' instructional programs and other issues impacting the progress of the students;
- Understands and adheres to the components of the annual faculty evaluation instrument;
- Performs student advisement such that students are provided with timely, accurate, and comprehensive information regarding career choices, career preparations, job opportunities, and other needed occupational information;
- Assists with recruitment, retention, and job placement efforts;
- Maintains contact with business community to keep abreast of technological changes, community needs, and assist in student placement;
- Demonstrates a willingness to be of service and exhibits pleasant and courteous behavior toward customers (students, parents, employers, and media), organizational co-workers, and other general public contacts.
- Adheres to and carries out State Board policies and procedures as well as procedures of the college;
- Participates in assessment, planning, budgeting, and staff development;
- Performs other duties as assigned.

COMPETENCIES

- Knowledge of pedagogical practice and theory
- Knowledge of the mission of postsecondary vocational/technical education
- Knowledge of academic course standards
- Knowledge of the college's academic programs
- Skill to work cooperatively with students, faculty and staff
- Skill in the preparation and delivery of classroom content
- Skill to make timely decisions
- Skill in the operation of computers and job related software programs
- Decision making and problem solving skills
- Skill in interpersonal relations and in dealing with the public
- Oral and written communication skills

MINIMUM QUALIFICATIONS

Associate Degree and Embedded Technical Certificate of Credit with Articulation Agreements

Faculty teaching associate degree and embedded technical certificate of credit occupational courses: (a) a master's degree from an accredited college or university in the teaching discipline, or (b) a master's degree from an accredited college or university with a concentration in the teaching discipline (a minimum of 18 graduate semester hours or 30 graduate quarter hours). Where applicable, licensing board, and/or program-specific accreditation requirements must be met to include relevant work experience.

Associate Degree and Embedded Technical Certificate of Credit

Faculty teaching associate degree and embedded technical certificate of credit occupational courses: a bachelor's degree from an accredited college or university in the teaching discipline, or an associate's degree from an accredited college or university and demonstrated competencies in the teaching discipline. Demonstrated competencies include, but are not limited to, the following: (a) professional in-field certifications/licensures, (b) in-field work experience, (c) occupation-related courses and/or other demonstrated competencies and achievements. Where applicable, licensing board, and/or program-specific accreditation requirements must be met to include relevant work experience.

Diploma and Embedded Technical Certificate of Credit

Faculty teaching diploma or embedded technical certificate of credit occupational courses: (a) a diploma in the teaching discipline, (b) recognized regional or national certification, or (c) competence gained through exceptional experiences. Where applicable, licensing board, and/or program-specific accreditation requirements must be met to include relevant work experience.

Non-Embedded Technical Certificate of Credit

Faculty teaching non-embedded certificate of credit occupational courses: (a) a diploma in the teaching discipline, (b) occupation-related college courses, (c) specialized training directly related to the courses taught, or (d) competence gained through work experience and/or other demonstrated competencies and achievements. Where applicable, licensing board, and/or program-specific accreditation requirements must be met to include relevant work experience.

PREFERRED QUALIFICATIONS

- May vary depending on program requirements.