
Trenholm State Technical College

Job Description

Position Title:	Instructor – Computer Information Systems Technology
Department/Division:	Management Information Systems
Accountability:	Division Director or Program Coordinator
FLSA (exempt/non-exempt):	Exempt
Salary Schedule:	Appropriate placement on State Salary Schedule D
Evaluation:	Evaluated regularly by the Dean of Academic Services/Director of Technical Education and the Division Director

Position Summary

Teach courses and implement the instructional program in accordance with course syllabi, College policies and Department of Postsecondary Education guidelines. Advise and recruit students, assist in updating curricula, maintain teaching equipment, serve on College committees and support the total mission of the College. Coordinate instructional activities with the Program Coordinator or Division Director where applicable and other duties as assigned. Position requires extensive knowledge of the instructional discipline.

Essential Job Function, Duties & Responsibilities

1. Perform assignments and maintain duty hours in accordance with the current faculty schedule. Classes may be taught at either campus or at an off-campus site. Classes may be scheduled day, evening or weekends to meet student needs.
2. Teach courses as assigned in accordance with the course syllabi, facilitate student learning, and assist in implementing the total instructional program.
3. Promote safety throughout the total instructional program.
4. Maintain instructional related records including student attendance, student grades, enrollment records, competency records, student's plan of study, etc.
5. Provide timely and accurate "Student No-Show" reports. These reports require instructor signatures and instructors are potentially financially liable for inaccurate reporting.
6. Maintain classroom and laboratory equipment, supplies, and environments, which promote learning to perform in the current and emerging work world environments.
7. Complete required surveys and student data requests.
8. Communicate with program advisory committee members, employers, and former students to receive guidance for upgrading curriculum and instruction.
9. Provide academic advisement and assistance to students in career decision-making program planning, registration, and job seeking.
10. Follow-up on graduates and former students.

11. Coordinate with the college placement office to identify potential employment opportunities for students and to identify students interested in job placement.
12. Assist in developing and upgrading course syllabi and other curriculum materials.
13. Manage live work activities, records, and materials where included in the curriculum.
14. Serve on college committees as needed to support the total mission of the college.
15. Promote the specific instructional program and the total institution within the occupational area and throughout the community.
16. Recruit students for classes.
17. Assist in recruiting, orienting, and supporting adjunct instructors to teach courses in area of responsibility.
18. Contribute to the welfare and advancement of the total community.
19. Keep up-to-date with teaching methodology, occupational information, and technology through professional development activities.
20. Incorporate technology into the teaching/learning experience.
21. Comply with applicable laws and regulations communicated through memos, staff meetings, and professional development workshops.
22. Adhere to annual faculty evaluations.
23. Develop and implement lesson plans, and appropriate test and measurement devices.
24. Attend faculty meetings, in-service programs, and other college programs and functions, such as commencement and award ceremonies.
25. Perform other duties as directed by the Dean of Instruction, Division Director, and Program Coordinator.

Required Minimum Qualifications: Master's Degree with 18 graduate semester hours in the teaching field.

Preferred: Ability to teach entry level computer courses with primary teaching responsibility in Microsoft networking courses such as server administration, enterprise network design, network infrastructure design, and network security; a general knowledge of database systems is also preferred.

Limiting Requirements

1. Ability to communicate well using the English language.
2. Ability to lift, move, or transport independently instructional equipment specific to the program.
3. Ability to work flexible hours.
4. Ability to demonstrate and provide instruction while working on equipment.
5. Ability to operate and demonstrate all equipment integral to the curriculum.
6. Ability to lift, move, or transport independently up to 50 lbs.

Will you be able to perform the job functions as stated with or without reasonable accommodations? Yes _____ No _____

Signature

Date