

LAREDO COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Auto Body Collision and Paint Technology Instructor

REVISION DATE: April 30, 2007

PERSONNEL GROUP: Faculty

CLASSIFICATION LEVEL: N/A

DEPARTMENT: Transportation Technology – Automotive Collision and Repair Technology

BASIC FUNCTION AND RESPONSIBILITY:

Provide instruction and monitor teaching/learning effectiveness in courses assigned by the department chair, Provost, Associate Vice President for Instruction, Executive Vice President, or President and in which the instructor has appropriate qualifications. Use up-to-date discipline and pedagogical skills to ensure active participation and learning by students.

CHARACTERISTICS, DUTIES AND RESPONSIBILITIES:

1. Develop, evaluate, and revise programs, courses, and objectives to ensure instructional and programmatic responsiveness to the occupational and academic needs of students and to ensure instructional quality as demonstrated by student's achievement of competency-based objectives.
2. Stay current of changes that occur in discipline. Participate in departmental initiatives to infuse changes in curriculum. Participate in interdisciplinary discussions, which are directed at improving student learning and evaluating core competencies curriculum.
3. Participate in college and departmental committees and activities. Substitute for colleagues as appropriate.
4. Participate in college activities, which included but are not limited to orientation, convocation, inservice, graduation, and workshops designed for professional growth and development.
5. Prepare and on the first day of class, distribute syllabi which informs students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information for each course assigned.
6. Participate in meetings called by the AVPI, Provost or department chair for the purpose of disseminating information, providing input into the decision making process, and sharing expertise with colleagues.
7. Prepare professional development plan in consultation with the department chair; review plan on an on-going basis with the department chair, work with assigned peer/mentor.
8. Prepare, administer, and grade assignments and examinations in a timely manner to inform students about their progress and to provide opportunities, which will allow students to succeed. Use multiple measurements of assessment. Include opportunities for research and outside assignments.
9. Provide a safe environment for students and be responsible for the security of assigned equipment, materials, and classrooms.