

## LAREDO COMMUNITY COLLEGE

### JOB DESCRIPTION

TITLE: Automotive Instructor

REVISION DATE: April 30, 2007

PERSONNEL GROUP: Faculty

CLASSIFICATION LEVEL: N/A

DEPARTMENT: Transportation Technology – Automotive Technology

#### BASIC FUNCTION AND RESPONSIBILITY:

Provide instruction and monitor teaching/learning effectiveness in courses assigned by the Department Chair, Dean of South Campus, Associate Vice President for Instruction, 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, Dean of South 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 ongoing 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.

10. Encourage use of support services by students. Collaborate with support services staff to ensure that appropriate information is being shared and discussed.
11. Participate a minimum of thirty-five hours on campus assigned duties, including an average of two posted office hours or the Learning Center for consultation with students.
12. Participate as a faculty advisory during registration process and during the semester by providing accurate career counseling and guidance at time assigned by the department chair or Dean of South. Use the Program Degree Guide on an on-going basis to maintain current information about each student.
13. Provide appropriate information to Library staff regarding desired discipline materials.
14. Respond to requests for information from Dean of South or AVPI's Office.
15. Follow procedures related to the Registration Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, class changes, time and room scheduling.
16. Participate in the preparation and updating of class schedules and the Catalog.
17. Distribute student evaluation forms on a timely basis.
18. Participate in faculty evaluations as described by the department chair and/or the Dean of South.
19. Serve as mentor when requested.
20. Follow proper procedures for requesting textbooks, instructional supplies, and expendable supplies; submit travel and absence reports on a timely basis.
21. Participate in career days for elementary and secondary schools students, participate in civic activities for the purpose of communicating services provide by the College.
22. Sponsor or provide assistance with student clubs and organizations.
23. Promote the College's programs and curricula.
24. Follow the academic calendar and other policies and procedures adopted by the Board of Trustees.
25. Participated in Southern Association accreditation activities, implement Institutional Effectiveness plan in occupational area.
26. Perform other duties assigned by the department chair, the Dean of South or the AVPI.

SUPERVISION RECEIVED: Department Chair, Dean of South, and AVPI.

SUPERVISION EXERCISED: Faculty Secretary, Work study students

#### QUALIFICATION STANDARDS:

- Associate degree with major in the teaching field, 6 additional hours in the teaching field or technical/vocational education, and 3 years work experience; or
- 2 certificate with major in the teaching field where allowed by standards, 6 additional hours in the teaching field or in technical/vocational education, and 3 years work experience
- ASE Certifications or I-Car Certifications

Other: Discipline competence, pedagogical competence that engages the student and focuses on student learning, ability to operate specialized laboratory equipment, ability to use current technology teaching effectiveness. Concern with academic progress of students. Cooperate and be professional when dealing with College administrators, colleagues, and students.

SKILL TESTS REQUIRED:

As appropriate.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

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Print Name

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Print Name

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Print Title

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Print Title

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Employees Signature and Date

\_\_\_\_\_  
Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.