JOB DESCRIPTION

Position Title: General Education Instructor
Department: Faculty
Reports to: Dean of General Education
Supervises: N/A
Classification: Hourly
Status: Non-Exempt

IMPORTANT NOTES:
- Management reserves the right to change or otherwise modify the functions of this job in order to meet the needs of the company. Additional duties may also be assigned. Consideration will be given to make reasonable accommodations for individuals with disabilities.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactory. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

POSITION OVERVIEW: Teach general subjects to students in regular classroom settings.

ESSENTIAL FUNCTIONS
1. Provide for the safety of students and co-workers. Always attend to a safety hazard or potential safety hazard immediately.
2. Plan, prepare, and deliver effective lectures/lessons to students.
3. Organize and plan students’ projects and provide effective practical training.
4. Identify students who are “at risk.” Help them or see that they receive the help that they need.
5. Ensure that all classroom equipment is maintained and in good working order.
6. Prepare in advance to see that students have sufficient materials and equipment to complete all assignments.
7. Listen to students, staff, and co-workers in effort to resolve conflicts and establish good communication.
8. Understand and enforce school rules and policies.
9. Stay current in subject field through personal study, in-service days, and attending workshops or seminars.
10. Keep the curriculum, performance standards, lesson plans, and tests current.
11. Assist in organizing/conducting field trips.
12. Perform other work-related duties as assigned.
13. Must be able to work flexible hours.
14. Must have a valid driver’s license and minimum legal insurance coverage on your personal vehicle.

EDUCATION AND EXPERIENCE REQUIREMENTS
1. Any one of the following as applicable to a specific program:
   a. Those teaching general education courses in an AAS degree program must have, at a minimum, a Master’s degree with appropriate academic coursework and preparation in the subject areas taught, i.e., a minimum of 15 semester credit hours (or the equivalent) in related subject areas that support the curriculum content.
   b. A Bachelor’s Degree with two years of experience in the subject field within the last ten years.
2. Be of good reputation and character as defined by the State of Texas as follows:
   Title 19 Texas Administrative code, Rules section 175.127. A person is considered to be of good reputation if
   a. there are no felony convictions related to the operation of a school, and the person had been rehabilitated from any other felony convictions;
b. there are no convictions involving crimes of moral turpitude;
c. within the last 10 years, the person has never been successfully sued for fraud or deceptive trade practice; the person does not own a school currently in violation of the legal requirements; has never owned a school with habitual violations, or has never owned a school which closed with violations including, but not limited to, unpaid refunds; or
d. The person has not knowingly falsified or withheld information from representatives of the agency.

3. Approval by the Texas Education Agency (this can be obtained immediately after an applicant is hired).
4. Applicable professional license and/or credentials.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED
1. Ability to read, write, speak, and understand English fluently.
2. Strong verbal and written communication skills, plus analytical, organizational, interpersonal, and problem solving skills.
3. Must be customer service oriented.
4. Ability to meet or exceed the company’s attendance and punctuality standards.
5. Ability to evaluate objectively, fairly, and consistently.
6. Creativity and initiative.
7. Ability to correctly use and demonstrate all normal equipment and tools within the subject field.

PHYSICAL REQUIREMENTS:
1. Color vision
2. Hearing
3. Lifting or pushing up to 50 pounds
4. Must stand up to 5-6 hours per shift
5. Bending at the waist, sitting, kneeling, laying horizontally, climbing, walking, and so on, as required for classroom demonstration
6. Must be able to travel locally and out of town
7. Manual dexterity

ENVIRONMENTAL CONDITIONS
1. Extreme heat or cold
2. Noise level
3. Exposure to machinery and moving parts
4. Electricity

This above job description is not intended to be an all-encompassing list of responsibilities, skills, efforts, or working conditions associated with the position. It is intended to be a guide that reflects the principal activities.

I hereby certify that I have read and understand the above job description. I also understand and agree that Western Technical College has the right to change or otherwise modify this job description at any time.

_______________________________________   __________________________
Signature/Print Name       Date