



Job Description

Job Title: Instructor CCE - Generic

Department: Multiple

FLSA: Exempt

The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.

General Function:

Central Piedmont Community College is a comprehensive institution which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate knowledge and maintain competence in the field of instruction throughout their employment at the college as well as participate in activities which enhance the college's service to students and the community.

Characteristic Duties and Responsibilities:

1. Instructs courses within the assigned program area and demonstrates high degree of skill in teaching; models effective teaching techniques for other faculty.
2. Monitors course offerings and makes recommendations to stay current; contributes in the development of course outlines and materials.
3. Prepares records and reports regarding attendance, grades, course files and course evaluation; submits textbook/materials requests.
4. Assists in planning class schedules which facilitate convenience to students, proofs schedule for accuracy and notes need for correction.
5. Monitors instructional facilities for proper use, safety, security, and maintenance.
6. Arranges for the design and customization of training programs to meet specific needs of organizations and their employees.
7. Assists coordinators with the marketing of their program; assist in the development of proposals for training services to CCE customers and staying abreast of market developments in area of teaching.
8. Provides all documentation required to set up, track, and report activities, cost and revenues.
9. Advises students and assists with student class registration activities.
10. Assists in the coordinating, developing, planning, implementing, and administering goals and objectives related to the assigned area.
11. Instructs and supervises the training of students in a variety of learning environments.
12. Adheres to the specific policies and requirements of the College and other pertinent agencies.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Aug 2012



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13. May perform other duties assigned by a college administrator as related to instruction and learning.

Reporting Relationships:

Direction Received: Receives general guidance and direction from the administrator for the program, associate dean or dean

Direction Given: No authority or responsibility for the supervision of others, project direction, or program administration.

Minimum Requirements:

Associate's Degree from a regionally accredited institution in a specified technical field; Or a Bachelor's Degree from a regionally accredited institution in a specified program of study; Or industry certification or demonstrated expertise in the specified field.

Preferred Qualifications:

- Experience teaching in a community college
- Ability to develop and offer courses online or through distance learning technologies

Knowledge. Skills. Abilities and Worker

- Ability to work both independently and as part of a high performing team
- Excellent communication and presentation skills
- Commitment to helping students and personal desire to make a difference
- Ability to take initiatives and perform with only general directions
- Ability to utilize different instructional methods, strategies and technologies to meet diverse student needs
- Ability to deliver instruction in a variety of settings

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Working Conditions:

Typical classroom or training environment; sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires fingering, grasping, and repetitive keyboarding motions; vocal communications is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, determining the accuracy and thoroughness of work, and observing general surroundings and activities; no adverse environmental conditions; infrequently traveling between buildings on campus, to other campuses, or locally

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