Job Title: Instructor, General Core

JOB SUMMARY

The General Core Instructor is responsible for performing all aspects of instruction for general education.

MAJOR DUTIES

Develops program and course outlines, goals and objectives;
Prepares lesson plans for classroom instruction for credited technical/occupational courses;
Evaluates students’ progress in attaining goals and objectives;
Requests and maintains supplies and equipment and prepares required budget requests;
Maintains program certification requirements, as appropriate;
Prepares and maintains all required documentation and administrative reports;
Ensures safety and security requirements are met in the training area;
Meets with students, staff members and other educators to discuss students’ instructional programs and other issues impacting the progress of the students;
Assists with recruitment, retention and job placement efforts.

COMPETENCIES

Knowledge of pedagogical practice and theory
Knowledge of the mission of postsecondary vocational/technical education
Knowledge of academic course standards
Knowledge of the college’s academic programs
Skill to work cooperatively with students, faculty and staff
Skill in the preparation and delivery of classroom content
Skill to make timely decisions
Skill in the operation of computers and job related software programs
Decision making and problem solving skills
Skill in interpersonal relations and in dealing with the public
Oral and written communication skills

MINIMUM QUALIFICATIONS

Minimum qualifications for this position will be determined by the teaching discipline and compliance with appropriate accrediting bodies. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the course assigned.

PREFERRED QUALIFICATIONS
Preferred qualifications may vary from location to location.