

# State of Georgia Job Description

**Job Title:** Instructor, Technical (DTAE)

**Job Code:** 11413

**Last Update:** 05/01/2002

**Salary Plan:** DTAE Teachers 12Mo Salary Plan (TEA)

**Pay Grade:** N/A



## Job Description, Responsibilities, Standards, and Qualifications

### **Job Description:**

Under general supervision, prepares lesson plans for classroom instruction for credited technical/occupational courses at a technical college, i.e. welding, nursing, computer programming, etc. Develops program and syllabi, goals and objectives. Evaluates students' progress in attaining goals and objectives. Requests and maintains supplies and equipment and prepares budget requests. Maintains program certification requirements, as appropriate. Prepares and maintains all required documentation and administrative reports. Attends staff development training, workshops, seminars and conferences. 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. Assists with recruitment, retention and job placement efforts.

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### **Job Responsibilities & Performance Standards:**

#### **1. Prepares lesson plans for classroom instruction for credited technical/occupational courses such as welding, nursing, computer programming , etc. (Performed by all incumbents)**

1. Delivers effective individualized programs of instruction to class members.
2. Ensures adherence to technical college and safety requirements in classrooms and labs by following established procedures.
3. Correctly assesses the educational needs and class progress of students.
4. Selects and obtains appropriate educational materials for courses.
5. Prepares reports on the current status of students in the program indicating whether performance is aligned with performance indicators, program goals and progress schedule.
6. Serves as mentor for adjunct faculty within program area.
7. Ensures consistency in syllabi, lesson plans, tests, and other appropriate materials.

#### **2. Develops program and course outlines, goals and objectives. (Performed by some incumbents)**

1. Prepares appropriate curricula, including non-traditional content and methods to achieve objectives and goals of students.

2. Follows designated and approved lesson plan(s) using appropriate techniques and aids.
  3. Participates in standing or ad hoc committee meetings relating to curriculum development, extra curricular activities and other technical college sponsored activities or programs as required.
  4. Prepares program reports for submission to supervisor within specified time frames of request.
- 3. Evaluates students' progress in attaining goals and objectives. (Performed by all incumbents)**
1. Establishes criteria and tests the students in order to measure each student's progress.
  2. Communicates students' progress to student and appropriate personnel and according to established guidelines.
  3. Accurately records pertinent information in students' records as required.
- 4. Requests and maintains supplies and equipment and prepares required budget requests. (Performed by all incumbents)**
1. Submits correct supply and equipment budget requests as necessary in accordance to established guidelines.
  2. Performs and maintains classroom inventory according to established policies and procedures.
  3. Maintains an organized and proper supply of classroom instructional materials.
  4. Promptly notifies supervisor of defective equipment.
- 5. Maintains program certification requirements, as appropriate. (Performed by all incumbents.)**
1. Attends required number of hours of required training.
  2. Participates in education meetings, workshops, etc. as requested.
  3. Ensures certification meets all required organizational and accreditation policies and guidelines.
  4. Thoroughly conducts a self-study of the program's compliance with technical college, program and accreditation standards.
  5. Exhibits and models positive work ethics.
- 6. Prepares and maintains all required documentation and administrative reports. (Performed by all incumbents)**
1. Prepares and submits students progress and participation reports in accordance with the prescribed guidelines. Conducts follow-up surveys.
  2. Ensures documentation meets all required organizational and accreditation policies and state guidelines.
  3. Analyzes collected data for program improvement.
  4. Compiles and submits reports in a timely manner to supervisor.

**7. Maintains knowledge of current trends and developments in the field by attending staff development training, workshops, seminars and conferences and by reading professional literature in the related vocational field. (Performed by all incumbents)**

1. Attends internal and external educational programs and professional meetings that meet the requirements for continuing education in the assigned specialty area.
2. Reads professional literature and translates complex or technical information into a meaningful format that may be understood by others.
3. Participates in advisory committees as requested.
4. Actively recruits for advisory committee members.

**8. Ensures safety and security requirements are met in the training area. (Performed by all incumbents)**

1. Constructs training modules, tools, materials, supplies and equipment to comply with local requirement for safety and security needs and in accordance with state and federal work safety standards.
2. Ensures students are instructed in and follow all safety rules for operating equipment and using tools.
3. Ensures classrooms and work areas are properly cleaned and maintained at all times.
4. Maintains a secure training and work area that proves freedom of movement for students during the performance of work and training assignments and complies with the security requirements of the organization.
5. Ensures work-related projects are successfully completed and that they meet industrial standards.

**9. Meets with students, staff members and other educators to discuss students' instructional programs and other issues impacting the progress of the students. (Performed by all incumbents.)**

1. Advises students on course selection and other pertinent matters in a professional and effective manner.
2. Actively participates in staff and faculty meetings as needed to discuss students' progress, problems, and/or programs.
3. Serves as academic advisor to students in the program areas.

**10. Displays a high level of effort and commitment to performing work; operates effectively within the organizational structure; demonstrates trustworthiness and responsible behavior. (Performed by all incumbents)**

1. Demonstrates eagerness to learn and assume responsibility; seeks out and accepts increased responsibility; displays a "can do" approach to work.
2. Shows persistence and seeks alternatives when obstacles arise; seeks alternative solutions; does things before being asked or forced to by events.
3. Works within the system in a resourceful manner to accomplish reasonable work goals; shows flexibility in response to process change and adapts to and accommodates new methods and procedures.
4. Accepts direction and feedback from supervisor and follows through appropriately.

5. Works when scheduled; begins and ends work as expected; calls in according to policy when arriving late for work or when absent; observes provisions of Fair Labor Standards Act; observes policies on break and lunch periods; uses work time appropriately.

**11. Assists with recruitment, retention and job placement efforts. (Performed by all incumbents)**

1. Actively recruits students for classes by explaining training offered and prepares a master schedule for departmental class offerings.
2. Prepares orientation for new students using effective materials while displaying a professional and courteous manner.
3. Actively participates in the retention efforts of the school.
4. Offers job placement assistance to the students and follows through using established contacts.
5. Ensures adequate and appropriate on-the-job training opportunities exist for each student.

**12. Maintains program certification requirements, as appropriate. (Performed by all incumbents)**

1. Attends required number of hours of required training.
  2. Participates in education meetings, workshops, etc., as requested.
  3. Ensures certification meets all required organizational and accreditation policies and guidelines.
  4. Thoroughly conducts a self-study of the program's compliance with technical college, program and accreditation standards.
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**Minimum Qualifications:**

A degree from an accredited college or university \* and\* completed courses comparable with the curriculum taught \*OR\* experience/expertise in the area of curriculum taught. Faculty must be credentialed to satisfy all appropriate accrediting bodies for the courses assigned.

**Preferred Qualifications:**

No preferred qualifications information is available.

**NOTE:**

Job description information is extracted daily from the official Phoenix HRMS Job Code database. Problems in conversion may cause formatting errors in some job descriptions.

The information presented, while not an exact or exhaustive listing, describes the work, performance standards, and qualifications typically required of positions or employees in this job. A specific position description or employee performance plan may differ as long as it is consistent with the core Responsibilities, Standards and Qualifications of that job.

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