

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Instructor/Coordinator – Career Placement - School of Energy	FLSA status:	Exempt
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DEPARTMENT:	Energy	REPORTS TO:	Chair – School of Energy
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Position summary: This position is responsible for the instruction of at least 15 credit hours (5 classes) per long semester and 6 credit hours during the summer semesters in the area of Energy which includes Agricultural Sciences, Electrical & Instrumentation, Health & Safety, Industrial Technology, Petroleum Technology and Welding. It is expected that the faculty member will have requisite expertise in the discipline as to provide extensive and direct tutoring to students who need support in the area of Agriculture and Energy. The faculty member shall be directly responsible to the appropriate administrator for the following duties and responsibilities.

Position responsibilities:

- Provide quality instruction aimed at achieving the specific goals and objectives stated in the syllabi of the assigned courses.
- Create a wholesome, meaningful environment for learning in the classroom.
- Participate in writing syllabi for the department with measurable student performance objectives for each course and submit reports as required.
- Advise students on their progress.
- Track graduates for THECB/SACS.
- Aid in planning instructional programs and policies.
- Be on time for class and promptly notify the appropriate administrator in case of absence.
- Post and maintain at least eight office hours per week and maintain thirty-five hours of presence on campus weekly.
- Maintain class roll book which records student attendance, grades, and averages.
- Submit all student grade reports to Student Services according to schedule.
- Report student problems to the instructional administrator.
- Assist with student registration when required.
- Provide advising to students, establishing a positive student-teacher relationship.
- Develop and proctor relevant course examinations.
- Attend all faculty meetings, commencements, and special events.
- Sponsor a student organization if assigned.
- Serve on committees as assigned.
- Participate in student recruitment activities.
- Follow school and department policies.
- Serve as a good public relations agent in the classroom and in the community.
- Teach day and evening courses both on and off campus as well as on-line through eLearning.
- Remain loyal to the College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree required. Certifications/experience in an appropriate discipline in energy required. Three years teaching experience at the postsecondary level preferred.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.
- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various conditions to achieve effective performance.
- Skills and ability to use current technology.
- Ability to demonstrate consideration of others.
- Ability to manage time effectively.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.

- Ability to speak, read and write the English language.
- Ability to clearly present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 75 pounds.
- No or very limited exposure to physical risk.
- Some travel required.