



# Coastal Bend COLLEGE

## **Position Title: Continuing Education Instructor: Business Management**

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Location:	All Campuses
Hours:	up to 19 hr/week
Job Classification:	Non-exempt
Security Sensitive:	Yes
Division:	Continuing Education
Department:	Allied Health; Workforce Training
Reports to:	Director of Continuing Education

### **II. Education Requirements**

GED, High School Diploma

Certification in related field of instruction (if applicable)

### **III. Qualifications:**

5 years of work related experience in the field of instruction

### **IV. Essential Functions:**

The purpose of this position is to teach assigned courses in a variety of times and locations in response to institutional need. The following are responsibilities of a Continuing Education Instructor: Business Management

- Demonstrate skill, knowledge, and abilities in the subject area being taught.
- Make continuous efforts to advance the quality of instruction.
- Develop and use a variety of teaching methods and materials to assist students who have differing educational and experiential backgrounds in meeting the course outcomes.
- Maintain appropriate professional relationships with students, colleagues and the community.
- Evaluate students to measure their progress toward achievement of stated course outcomes within college policy and procedures.
- Review, evaluate, recommend, and effectively use student learning materials.
- Provide students with a written and accessible course syllabus that follows the Course Syllabus Guidelines and facilitates a clear understanding between student and instructor of the content, goals, requirements, expectations, evaluation methods and schedule of work.

- Maintain daily attendance rosters. Submit final hard copies of daily attendance rosters and grade sheets to the Continuing Education Department.

**V. Job Responsibilities:**

Ability to plan, coordinate, manage and direct a positive classroom training experience for students. Maintain required student records including attendance, grading, student progress, and other pertinent documentation.

Basic computer skills to communicate via email, input final student grades and input hours worked and conduct presentations as needed.

**VII. Travel Requirements:**

May be required to travel between CBC campuses as well as various off campus sites as it relates to the field of instruction.

**VIII. Environment:**

Work is generally performed in a classroom and lab setting or in an environment related to the field of instruction.

I have been presented with the job description for the position of:

***Continuing Education Instructor***

The requirements for this position have been discussed with me and I agree that I am able to perform the functions of this job.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_