MITCHELL TECHNICAL INSTITUTE  
Job Description

Position: General Education Instructor

Qualifications:
- Post-secondary education in field of instruction from an accredited institution required, with a Master’s degree in the field of instruction strongly preferred.
- Work experience related to field of instruction.
- Must have the ability to communicate effectively, master change, work in groups, and have a strong customer orientation.

Reports To: MTI Vice President for Academic Affairs

Job goal: Conduct classroom, laboratory, and field instruction within the guidelines of the curriculum.

Performance Responsibilities:
- Develop lesson plans and instruct all courses as assigned.
- Monitor and assess student progress in classroom, laboratory, and in field settings.
- Develop and update curriculum, and assist in the evaluation of the program.
- Assist in recruiting, selecting, advising, and counseling students.
- Participate in the budgeting process.
- Assist in the development of printed materials related to the program.
- Make recommendations for the selection of books and supplies.
- Appropriately maintain equipment, facilities, and inventories of supplies assigned to the department. Work with business and industry in obtaining donated equipment and supplies.
- The position requires ongoing classes to maintain a teaching certificate.
- Develop and implement a plan of professional growth and maintain professional credentials.
- Provide expertise and leadership, in consort with other instructors, in developing interdepartmental instructional and program objectives.
- Perform within the policies and procedures of the Mitchell Board of Education and Mitchell Technical Institute.
- Serve on Institute committees and Department committees as assigned and attend committee meetings and faculty meetings.
- Work with the chair of the advisory committee in arranging for bi-annual committee meetings. Attend all meetings
- Support student program organizations and activities
- Perform such other tasks and assume such other responsibilities as the Vice President of Academic Affairs may assign.

**Physical Demands/Safety**

The physical demands described are representative of those that must be met by an employee to successfully perform the essential responsibilities of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit or stand in a classroom. Additionally, sitting while working at a desk/computer is regularly required. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls when typing, filing, making telephone calls, assembling reports and while working with a variety of equipment and materials in the instructional laboratories. The employee is regularly required to talk or hear while in the classroom or office and when having telephone conversations. The employee is required to be mobile to attend meetings in other locations.

The employee must occasionally lift and/or move up to forty (40) pounds of materials. Specific vision abilities required by this job include close vision (for computer work, writing, and proofreading), distance vision (for reading visuals, overheads, and PowerPoint presentations in the classroom), and color vision for distinguishing colors of materials.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The position is located in a typical multi-instructor office setting plus a classroom with fluorescent lighting. The noise level in the work environment is usually moderate. Noise is a result of computer printers, telephones and office traffic.