JOB DESCRIPTION
Computer-Aided Drafting Technology Instructor

Division: Instructional  Department: Computer-Aided Drafting Technology
Classification: Faculty (temporary)  Pay Grade: Salary Schedule
Accountability: Vice President of Instruction  FLSA Status: Exempt

NOTICE: This position is temporary due to extended leave of personnel in position.

JOB SUMMARY
The Computer-Aided Drafting Technology Instructor will provide instruction for AutoCAD as well as other computer-aided drafting programs; specifically, AutoDesk Civil 3D, AutoDesk Inventor, AutoDesk Revit Design Suite (Architecture, Structure and MEP), and Bentley Microstation. The Instructor will be responsible for providing students with a complete syllabus containing course objectives; presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus; continually promoting the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

MINIMUM QUALIFICATIONS

1. Baccalaureate degree drafting or a related field; AAS degree and extensive industry experience including employee/client training may be considered in lieu of baccalaureate degree.
2. Minimum of 5 years’ work experience with at least two of the following software packages: AutoDesk AutoCAD, AutoDesk Civil 3D, AutoDesk Inventor, AutoDesk Revit Design Suite (Architecture, Structure and MEP), or Bentley Microstation V8i.
3. Effective oral and written communication skills.
4. Ability to interact effectively and professionally with students, staff, and faculty.
5. Display a student-centered approach.
6. Willingness to reinforce all lecture lessons with hands-on experiences.
7. Willingness to expand program to meet regional needs.
8. Willingness to learn new software to further the program.
9. Consistently demonstrate the highest levels of integrity and professionalism.
10. Physical and emotional requirements including speaking, hand/eye coordination to accomplish computer application skills, and consistency of temperament.

PREFERRED QUALIFICATIONS

1. Master’s degree in a related field of study.
2. Teaching experience with at least two of the following software packages: AutoDesk AutoCAD, AutoDesk Civil 3D, AutoDesk Inventor, AutoDesk Revit Design Suite (Architecture, Structure and MEP), or Bentley Microstation V8i desired.
3. Seven to ten years’ work experience with two or more of the following software packages: AutoDesk AutoCAD, AutoDesk Civil 3D, AutoDesk Inventor, AutoDesk Revit Design Suite (Architecture, Structure and MEP), or Bentley Microstation V8i.

LENGTH OF CONTRACT: Temporary

TERMS OF EMPLOYMENT: Salary commensurate with experience and level of educational achievement according to MATC’s negotiated salary schedule for faculty.

GENERAL STATEMENT OF FUNCTION: Teach a minimum of 30 credit hours or equivalent per academic year with possible overload hours.

PERFORMANCE RESPONSIBILITIES

Mastery of Subject Matter

- Demonstrate a thorough and accurate knowledge of the field or discipline
- Display an ability to interpret and evaluate theories in the field or discipline
- Connect subject matter with related fields
- Stay current in subject matter through professional development

Teaching Performance

- Work constantly to instill in students the technical and academic competencies and employment behavior expected within the specific career field.
- Prepare for class and lab instruction and show written evidence of preparation upon request.
- Employ a variety of instructional techniques and instructional media consistent with the physical limitation of location provided and the needs and capabilities of the individual or student groups involved.
- Develop and maintain a classroom and lab environment conducive to effective learning with the limits of the resources provided.
- Develop and enforce appropriate rules and expectations of students in the classroom and lab settings that are in compliance with MATC policies/procedures and that result in a safe, effective learning environment.
- Meet and conduct assigned classes in a professional manner.
- Maintain standards of teaching at the collegiate level and perform according to the Standards of Performance outlined in the MATC policies and procedures.
Evaluation of Student Learning

- Effectively administer assessment of student learning and technical objectives.
- Maintain accurate, complete, and correct records as required by law and administrative guidelines.

Support of College Policies and Procedures

- Effectively manage the departmental budget and work closely with MATC staff to insure that all assets, materials, supplies, etc., are properly managed.
- Advise students, in cooperation with counselors, administrators, etc., in order to insure that effective services are identified that will assist students in achieving their objective.
- Insure that safe and reasonable precautions are implemented to protect students, equipment, and facilities.

Participation in College and Program Activities

- Attend and participate in staff meetings, college committees, and college activities.
- Participate in professional development opportunities both within and outside MATC.

Contribution to the Growth and Enhancement of College Mission and Programs

- Communicate effectively with staff, students, and the public the mission and operation of Manhattan Area Technical College and the specific program.
- Cooperate with other members of the MATC staff in planning instructional goals, objectives, and methods.
- Assist in the operation and management of MATC through effective planning and communication with administration and all staff personnel.
- Assist in the selection of resource materials and equipment and make facility improvement recommendations.

Perform other duties as assigned by the supervisor.

EVALUATION: Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of instructional staff, as established by the MATC Negotiated Agreement.