

JF Ingram State Technical College  
Job description

**JOB TITLE:**  
Career/Technical (Logistics) Instructor

**SUMMARY:** All duties performed under the direct supervision of the Dean of Instruction. Teaches career/technical subjects to students by performing the following:

**ESSENTIAL FUNCTIONS:**

- Organizes program of practical and technical instruction, including demonstrations of skills required in trade, and lectures on theory, techniques, and terminology.
- Instructs students in subject areas such as mathematics, communication skills, work habits, use and maintenance of tools and equipment, codes or regulations related to trade, and safety precautions.
- Plans and supervises work of students, individually or in small groups, in shop or laboratory.
- Tests and evaluates achievement of student in technical knowledge and trade skills.
- Maintains all records and provides reports as directed by the Dean of Instruction or his designee.
- Assists in job placement for graduates.
- Serves as advisor for all students enrolled in the occupational program.
- Possesses an understanding of and commitment to the philosophy and mission of a community and technical college.
- Possesses a sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any/all applicable guidelines, procedures, and policies, etc. set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J. F. Ingram State Technical College.
- Performs other professional duties as assigned by the President, Dean of Instruction or their designee.

**SUPERVISORY RESPONSIBILITIES:** Directly supervises students, student aides, and instructor assistants in the occupational program. Carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities include planning, assigning and directing student activities, appraising performance, addressing complaints and resolving problems.

**JOB REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**QUALIFICATIONS:** Associate's degree or equivalent [at least sixty (60) semester hours in a planned program including associate degree core] from a two-year college or technical school is preferred. Three (3) years successful full-time experience as a logistician is required. Additional years of full-time logistics experience may be applied towards the educational qualification on a three-to-one basis.

**LANGUAGE SKILLS:** Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, correspondence, and shop/lab guidelines. Ability to effectively present information and respond to questions from groups of students, co-workers, and the general public.

**MATHEMATICAL SKILLS:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed.

**REASONING ABILITY:** Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**CERTIFICATES, LICENSES, REGISTRATIONS:** Industry certification equal to or greater than student graduation requirements in instructor's discipline.

**OTHER SKILLS AND ABILITIES:** Varied according to program.

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

While performing the duties of career/technical instructor, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee frequently is required to walk; use hands to finger, handle, or feel objects, tools, or controls; stoop, kneel, crouch, or crawl; and taste or smell. The employee is occasionally required to sit and climb or balance. Specific physical demands will vary according to program.

The employee may regularly be required to lift and/or move up to 50 pounds. Specific vision abilities required may include; close vision, distance vision, color vision, peripheral vision, depth vision, and the ability to adjust focus.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions 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 may regularly work near moving mechanical parts; in high precarious places; in outside weather conditions; and may be exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, extreme cold, extreme heat, risk of electrical shock, and vibration. The noise level in the work environment may occasionally be loud.

**COMMENTS:** Career/Technical instructors in a correctional environment must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by \_\_\_\_\_

Date \_\_\_\_\_

Salary Schedule Placement: D2  
Full-time/Salaried Position  
(On Tenure Track)