

Position	Heavy Duty Truck Technology Instructor (Truck/Diesel Mechanics)
Position Condition	Full-time, Unlimited, Unclassified (MSCF)
Application Deadline	Open until filled. Review of applications will begin on January 31, 2012
Start Date	August 27, 2012
Location	Dakota County Technical College, Main Campus in Rosemount
Responsibilities	<ul style="list-style-type: none"> • Provide instruction to students who are pursuing a certificate, diploma or degree in Heavy Duty Truck Technology. Assigned specific content areas include, but are not limited to, Brakes, Welding, Preventive Maintenance, Steering and Suspensions, Electrical, Fluid Power, Truck Fundamentals, and A/C. • Instructor is responsible for all activities related to teaching and learning including, but not limited to, instructional planning, curriculum development, student evaluation and records, student recruitment and retention, student advising and placement, classroom/climate preparation and management, interpersonal relations, promote safety in all aspects of program activities, purchase supplies and equipment, participate in professional development experiences, work as an effective team member of the department, maintenance of professional skills and credentials, and participate on college committees.
Qualifications	<ul style="list-style-type: none"> • Bachelor or above degree in appropriate major and 4000 hours of occupational experience <u>OR</u> Associate degree or two year diploma (90 quarter credits) in appropriate field and 6000 hours of occupational experience <u>OR</u> One year diploma in appropriate field and 7000 hours of occupational experience <u>OR</u> Courses for credit or clock hours (1 quarter credit/20 hours or 1 semester credit/30 hours) with an appropriate title or prefix and occupational hours totaling 8000. • 8000 hours of occupational experience in mechanics repair of heavy diesel engines i.e. construction equipment, buses and trucks. • One year of this work experience shall be within the five years immediately preceding the date of application for the credential field. The recency requirement shall be waived if the individual has two years of successful full-time (or equivalent) postsecondary teaching experience in the credential field within the last five years.
Preferred Qualifications	<ul style="list-style-type: none"> • Teaching/training experience • Strong oral and written communication skills in English. • Must have the ability to work with diverse populations. • Strong organizational and management skills. • ASE Certification in program teaching area; master certification preferred
Notice	<i>In accordance with the Minnesota State Colleges & Universities (MnSCU) Vehicle Fleet Safety Program, employees driving on college/university business who use a rental or state vehicle shall be required to conform to MnSCU's vehicle use criteria and consent to a Motor Vehicle Records check.</i>
Salary	Commensurate with qualifications and experience
How to Apply	<p>Submit your online application and supporting information to:</p> <p>http://agency.governmentjobs.com/dctc/default.cfm</p> <p>A cover letter, resume, references and transcript copies will be required as part of the application process.</p>

TECHNICAL COLLEGE FACULTY POSITION DESCRIPTION

POSITION: Technical College Faculty

RESPONSIBLE TO: Dean/Vice President/President

DUTIES: The Technical College Faculty shall:

1. Comply with federal and state laws and Minnesota State Colleges and Universities rules and regulations and Dakota County Technical College policies and procedures.
2. Prepare and update curriculum regularly including content goals, performance objectives, and syllabi for courses in the area of responsibility.
3. Provide organized, structured, and sequenced instruction using the college lesson plan format for the program area of responsibility.
4. Evaluate student progress regularly, maintain accurate progress and attendance records, and provide written student referral reports as deemed necessary.
5. Coordinate program advisory committee activities and maintain accurate reports of minutes, recommendations, and suggestions.
6. Provide leadership in working with supervisory and administrative staff in job placement activities for students in the program area of responsibility.
7. Keep current with industry standards and practices while maintaining current valid vocational teaching license for program area of responsibility as specified by the Minnesota State Colleges and Universities.
8. Encourage and participate in the formation and maintenance of student organizations in the teaching field and program area of responsibility.
9. Coordinate and participate in regular program evaluation activities and make recommendations to the Dakota County Technical College administration for program improvement in his/her area of responsibility.
10. Provide input for program budget development, originate purchase requests, maintain accurate records, inventory supplies and equipment, and promote security for areas of responsibility.
11. Practice, teach, and incorporate accepted and mandated safety procedures into the curriculum.
12. Assist college administrators to establish positive public relations with trade associations, industry, parents, students, and the community.
13. Meet regularly with advisees and assist them with course schedule planning, monitor their academic progress, and refer them to appropriate campus resources when needed.
14. Meet regularly with prospective students, keep up-to-date with weekly enrollment management reports, make appropriate follow-up phone calls, and assist Student Services with registration.
15. Attend staff meetings, serve on college committees, and contribute to college efforts to publicize college services.
16. Provide for personal growth through professional reading, attendance at workshops, seminars, conferences, and courses, and participation in college staff development activities.
17. Maintain good housekeeping practices for program facility area of responsibility.
18. Perform other duties as assigned.