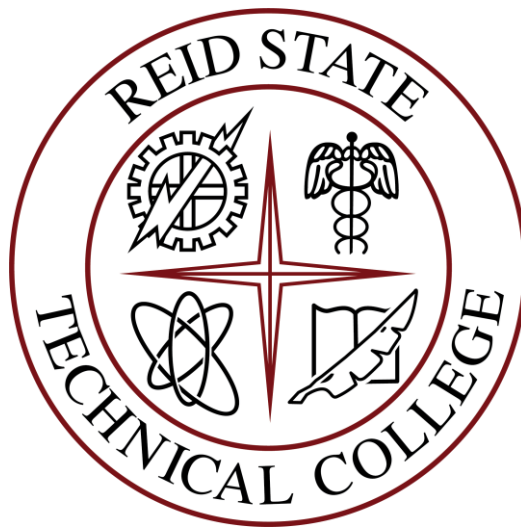


REID STATE TECHNICAL COLLEGE

2017 COLLEGE POLICY MANUAL



REID STATE TECHNICAL COLLEGE

COLLEGE POLICY MANUAL

Reid State Technical College is an equal opportunity employer. It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

Reid State complies with Title VI and Title VII, Civil Rights Act of 1964; Title IX, Education Amendments of 1972; Section 504, Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Any policy existing or adopted by The Alabama Community College System Board of Trustees always supersedes information in the Reid State Technical College Policy Manual.

Revised
September 1, 2017 (Fall Semester)

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1. INTRODUCTION

1.1. FOREWORD

The Reid State Technical College Policy Manual compiles the information needed by college employees to assist them in fulfilling their professional responsibilities effectively. It provides a summary of the policies and procedures of The Alabama Community College System that most directly affect college personnel. All college personnel shall carefully review this Policy Manual, consult the other publications to which it refers, and become thoroughly familiar with the regulations that govern their professional activities. The Reid State Technical College General Catalog and Student Handbook, and the Alabama Community College System Policy Manual, hereinafter referenced as ACCS Policy Manual, are available on campus. The General Catalog and Student Handbook is available from Student Services and the ACCS Policy Manual from the Human Resources Office.

The College Policy Manual is reviewed and revised periodically. Additions and revisions may be made at any time by properly authorized committees or by the administrative staff of the college. Any policy existing or adopted by The Alabama Community College System always supersedes information in the College Policy Manual.

The College Policy manual in no way constitutes a contract between Reid State Technical College and employees of said institution.

1.2. HISTORY OF THE COLLEGE

Reid State Technical College was created by the Alabama State Legislature through a State statute on May 3, 1963. Through this enabling legislation, the College was chartered to provide citizens of the area greater and equal access to postsecondary education to help provide a trained work force for area employers to assist in the economic development of the area.

Local support for the establishment of the College was provided by the City of Evergreen with the donation of 26 acres of land in north Evergreen at the intersection of Interstate 65 and State Highway 83, which became the institution's main campus. From this campus, the College has provided quality postsecondary education programs for the College's main service area, which includes Conecuh, Monroe, and Escambia counties and portions of Butler, Covington, and Wilcox counties. In 1981, Reid State established an instructional site in the city of Atmore for the College's Practical Nursing program.

The architectural firm of Carl H. Lancaster, Jr., Montgomery, Alabama, designed and supervised construction of the main campus facilities consisting of the administration building, seven shops and laboratory buildings, and a warehouse. The Wiley Salter Auditorium and Administration Building was completed in 1986, with students from selected construction trades programs at the College doing most of the construction work. During 1989 and 1990 major renovations were initiated for the creation of a learning center and high tech training laboratories for specialized training in computer software applications, programmable logic controllers, and instrumentation systems. In 1993 and 1994 major renovations were conducted for the creation of a modern practical nursing facility to more closely resemble clinical facilities. In 1995 the cosmetology department was renovated and expanded. In 2005 the Stanley Busby Commercial Truck Driving Classroom and Edith A. Gray Library/Technology Center both were completed. In 2009, the Atmore Practical Nursing classes were moved to the campus of Jefferson Davis Community College in Atmore, which serves as a satellite campus.

Reid State was initially accredited in 1972 by the Southern Association of Colleges and Schools and was reaccredited in 1977, 1982, 1987, 1993 and 1999. During the summer of 1995, Reid State Technical College became affiliated with the national Commission on Occupational Education (COE). Reid State Technical College was reaccredited in 2011 by the national Commission on Occupational Education (COE).

1.3. PHILOSOPHY AND MISSION

PHILOSOPHY

The overall philosophy of Reid State Technical College blends with that of The Alabama Community College System and is expressed in three succinct beliefs. These beliefs are:

1. Education is essential to the economic, social, environmental, and political well being of the individual in the College's service area.
2. Education should be made academically, geographically, physically, and financially accessible to students.
3. The technical college is uniquely qualified to deliver quality and equitable educational opportunities and services to assist in providing a trained workforce for area employers and to assist in local economic development.

MISSION

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

In order to fulfill our mission most effectively, the college strives to:

- a) Assist students in developing both personal and marketable skills through lifelong learning.
- b) Enable students to continue their education at other institutions.
- c) Increase the global and cultural awareness of our students and the greater community.
- d) Provide training for local businesses, industries, and government.
- e) Enhance the quality of life in the community.

1.4. GOALS

GOALS

Imperative I - Students

Enhance student success through college-wide programs and services.

Imperative II - Educational Programs

Provide opportunities for excellence in learning through accessible, high quality educational experiences.

Imperative III - Personnel

Enhance the effectiveness of employees through enrichment opportunities.

Imperative IV - Administration and Finance

Improve the efficient use of all available resources through a comprehensive planning and management system.

Imperative V - Facilities

Provide an attractive, flexible, and accessible learning environment that meets the needs of the community served.

Imperative VI – Institutional Advancement

Enhance the effectiveness and accountability of the college through integrated planning, research, marketing, resource development, and management.

Imperative VII - Community

Strengthen the partnership between the college and the community through programs and services.

Imperative VIII - Technology

Integrate state-of-practice technology in all aspects of the college's programs, services, and operations.

Imperative IX - Diversity

Provide programs and services that respond to the diversity within the college, local community, and global community.

Imperative X – Economic Development

Provide workforce and career development skills that meet the needs of business and industry.

1.5. TYPES OF PROGRAMS

To accomplish its purpose, the College offers programs of instruction in:

1.5.1. Occupational/Technical Education

The occupational and technical educational programs are designed to meet the increasing demands for technicians, semi-professional workers, and skilled craftsmen for employment in industry, business, the professions, and government. Graduates of these programs should possess the technical proficiency necessary for entry-level employment.

1.5.2. General Education

The general education program is designed to support the College's technical programs and provide a general education curricula designed to assist students in developing complementary academic and technological skills necessary to become productive members of a democratic society.

1.5.3. Developmental Studies

The developmental studies program supplements the general education program by providing courses designed to develop academic competencies necessary to successfully complete college-level courses.

1.5.4. Community, Adult Education and Skills Training

The Community, Adult Education and Skills Training program is the college's avenue for providing lifelong learning, developing basic skills, and family literacy to adults. Greater emphasis is placed on the adult learner.

1.5.5. Specialized Area and Community Services

The facilities and personnel of the College are available for specialized short-term and non-credit services to meet the cultural and educational needs of people in the area served by the College. These services include special programs, cultural events, workshops, meetings, lectures, conferences, seminars, community projects, continuing education and others.

1.6. RECOGNITION AND ACCREDITATION

Reid State Technical College is accredited by the Commission on the Council on Occupational Education. Additionally, the Practical Nursing program is accredited by the Alabama Board of Nursing. The Cosmetology and Cosmetology Instructor Training programs are approved by the Alabama State Board of

Cosmetology. The College is approved for the enrollment of veterans entitled to educational benefits under the following laws: Vocational Rehabilitation, War Orphans Education Assistance Act, and Veterans Readjustment Benefits Act.

2. ORGANIZATION

Reid State Technical College is organized and administered under policies of the Alabama Community College Board of Trustees. The Board of Trustees is responsible for the management, control, administration, and supervision of all public two-year colleges in Alabama, but it has delegated most administrative and supervisory responsibilities to the Chancellor of The Alabama Community College System and, through the Chancellor, to the President of each two-year college.

2.1. ORGANIZATION CHART

See Appendix 1.

2.2. ALABAMA COMMUNITY COLLEGE SYSTEM BOARD OF TRUSTEES

The duties and responsibilities of the Alabama Community College System Board of Trustees are specifically described in Legislative Act 16-60-111 as set forth in the Code of Alabama.

2.2.1. Duties and Responsibilities

Specific duties empowered to the Alabama Community College Board of Trustees through Legislative Act 16-60-111 are cited as follows:

- a. Make policies, rules and regulations for governance of community and technical colleges; the Chancellor shall assist the Board in its policymaking function by presenting to the Board for consideration new or revised policies for the governance of the System. The adoption of policy is the responsibility of the Board.
- b. Subject to regulatory and accreditation authorities, prescribe for community and technical colleges the courses of study to be offered and the conditions for granting certificates, diplomas, and/or degrees;
- c. Appoint or terminate the employment of the Presidents of the community and technical colleges, upon recommendation of the Chancellor.
- d. Direct the expenditure of legislative appropriations of community and technical colleges;
- e. Prescribe qualifications for faculty and establish an annual salary schedule and tenure requirements for faculty of community and technical colleges;
- f. Accept gifts, donations, and devises and bequests of money and real and personal property for the benefit of community and technical colleges;
- g. Establish a performance based allocation process that is equitable and compatible with the services and programs offered by each individual community and technical college campus; and,
- h. Promote interest in the Alabama Community College System among the citizens of Alabama.

- i. Approve land acquisitions subject to applicable State of Alabama rules and regulations governing community and technical colleges.

2.3. THE CHANCELLOR

2.3.1. Organization

Chancellor shall act as Chief Executive Officer of the Alabama Community College System and shall direct all matters involving the community and technical colleges within the policies of the Board.

2.3.2. Duties and Responsibilities

The Chancellor shall:

- a. Execute and enforce the rules and regulations of the Board governing the community and technical colleges.
- b. Interpret the rules and regulations of the Board concerning the community and technical colleges.
- c. Administer the office of the Chancellor and appoint to positions of employment such professional, clerical, and other assistants, including specialists and consultants, on a full- or part-time basis as may be needed to assist the Chancellor in performing the duties of the office of the Chancellor. The number of employees, their compensation, and all other expenditures of the office for the Chancellor shall be within the limits of a budget for the office of the Chancellor which shall be approved by the Board. The Chancellor and all employees of the office of the Chancellor shall not be subject to or governed by the provisions of the State Merit System law but shall be entitled to all benefits accruing to Merit System employees including the right to accumulate leave and participate in the Teachers' Retirement System under the same terms and conditions as employees of the State Department of Education.
- d. Have the authority to take any and all actions necessary and proper to administer policies, rules, and regulations of the Board in carrying out its responsibility for the management and operation of the community and technical colleges.
- e. Prepare, or cause to be prepared, an annual report to the Board on the activities of the Alabama Community College System and shall submit on the first day of December, or as early thereafter as practicable, the same to the Board for its approval and adoption. He or she shall also prepare, or cause to be prepared, all other reports which are or may be required of the Board.
- f. Prepare, or cause to be prepared, and submit for approval by the Board such budget for each quadrennium, or for such other period as may be fixed by the Department of Finance or other duly authorized body.

- g. Prepare, or cause to be prepared, and submit for approval and adoption by the Board such legislative measures as are in his or her opinion needed for the further development and improvement of the community and technical colleges.

2.4. REID STATE TECHNICAL COLLEGE

2.4.1. Organization

Reid State Technical College is a part of the state system of community, and technical colleges authorized by the Alabama Legislature under Act 93, approved May 3, 1963. The institution is under the control of the Alabama Community College System Board of Trustees through the Chancellor of the Alabama Community College System. Upon the recommendation of the Chancellor, the Board of Trustees appoints the college president. The college is organized under three major areas: student services, financial services, and instructional services with a dean or director as the administrative officer of each area.

2.4.2. President

The President serves as chief administrative officer of the College. Through the Chancellor, he or she is responsible to the Alabama Community College System Board of Trustees and is directed to organize and operate the College in accordance with the policies, procedures, and regulations of the Alabama Community College System Board of Trustees. He or she represents the College at appropriate local, state, and national events; develops effective regional and community relations with other organizations and individuals; and serves as an ex-officio member of all committees. His or her major responsibility is to provide leadership and supervision for the total college program, including:

Planning

Analyzing the situation, setting goals, and developing policies, operating plans, schedules, and budgets.

- a. Confers with the Chancellor and plans programs concerning organizational, operational, and academic functions the institution.
- b. Directs the collection and analysis of data for use in the process of educational planning. Sources of data include community characteristics, economic bases and population, system characteristics, sources of funds, and status of organization, physical plant, finance, program and staff, with faculty, staff, and student input.
- c. Directs activities in developing comprehensive long-range educational plans.
- d. Reviews and approves the strategic plan for the College.
- e. Reviews and approves the operating budget.
- f. Reviews and approves the administrative policies, procedures, rules, and standards.
- g. Reviews and approves plans necessary to maintain accreditation by COE and other agencies.

Organizing

Designing and maintaining a structure of roles to facilitate the accomplishment of instructional objectives.

- a. Develops and obtains approval for administrative and academic organizational structure, including off-campus sites.

- b. Defines and communicates scope of authority and responsibilities of administrative staff.
- c. Appoints and charges appropriate standing and ad hoc committees.
- d. Establishes agenda and convenes administrative meetings and conferences.

Staffing

Staffing the organization through effective recruitment, selection, appraisal, and development of faculty and academic administrative staff.

- a. Approves and implements policies and procedures for recruitment and selection of staff and faculty.
- b. Approves and implements policies and procedures for development and appraisal of staff and faculty.
- c. Appraises performance of administrative staff.
- d. Ensures compliance with EEOC/Affirmative Action and ADA for all positions of the institution.
- e. Implements approved compensation program.
- f. Approves and implements procedures related to retention, discipline, and dismissal of faculty and staff.

Leading and Directing

Coordinating the academic program so that scheduled activities take place and faculty and academic administrators work together efficiently and effectively to accomplish goals.

- a. Motivates, communicates with, and leads faculty and staff in accomplishing administrative and educational objectives; directly supervises dean and dean-level positions.
- b. Monitors the general level of morale and job satisfaction and resolves developing problems.
- c. Arbitrates complaints and grievances.
- d. Approves action relating to discipline/discharge of faculty or staff.
- e. Approves all official college publications.

Controlling and Reporting

- a. Monitors academic programs and organizational and operational aspects of the institution to ensure progress toward objectives.
- b. Compares year end accomplishments against plans.
- c. Oversees the maintenance of records and preparation of reports; uses data from reports to improve the planning process.
- d. Oversees the analysis of data and related institutional research.
- e. Monitors institutional development activities to ensure proper levels of external funding.
- f. Monitors business and financial operations to ensure proper levels of external funding.
- g. Monitors status of physical plant to ensure scheduled maintenance is performed.

- h. Monitors area of student affairs to ensure that students receive appropriate services.

External Affairs

Effectively representing the institution to external constituents.

- a. Establishes good public relations program with community, legislative delegation, and other institutions of secondary and higher education.
- b. Personally represents the College with individuals, groups, civic organizations, legislative bodies, commissions, accrediting agencies, and other related entities.
- c. Involves the community in planning programs and services for the community's benefit.
- d. Serves as ex-officio member of all College advisory committees.

Professional Development

Acquiring and maintaining the necessary knowledge and skills to perform assigned responsibilities.

- a. Pursues personal professional involvement activities such as review of professional literature and formal or independent study.
- b. Attends workshops, conferences, seminars, etc., in professional areas.
- c. Holds membership in appropriate professional organizations.
- d. Supports continuous professional development activities for staff and faculty.

2.4.3. Dean of Students & Instructional Services

The Dean of Student & Instructional Services, under administrative direction, plans and coordinates all aspects of the academic program; sets goals, develops policies and plans concerning curricula, course offerings, requirements, schedules, textbooks and related academic matters; develops and recommends academic budgets; implements procedures regarding recruitment, selection, development, appraisal, and compensation of faculty and academic administrators; leads faculty in the achievement of academic objectives; monitors progress toward objectives and ensures that necessary reports are submitted; serves as liaison with accrediting bodies on academic matters; represents the President and College to external groups. Student Services, under administrative direction, implements financial and related administrative procedures; working through subordinate administrators and managers, administers a comprehensive program of student services including admissions, registration, student records, financial aid, orientation, counseling, testing, student government, discipline, and cultural and recreational activities

2.4.4. Business Manager

The Business Manager, under administrative direction, administers the business affairs of the College; controls budget including collection, custody, investment, disbursement and auditing of all funds; administer related functions including auxiliary enterprises and insurance and risk management; administers development and management of physical plant; supervises assigned staff; security; conducts personal professional development; and participates in community affairs.

2.4.5. Assistant Dean of Institutional Effectiveness/COC

The Assistant Dean of Institutional Effectiveness/COC, under administrative direction, implements financial and relative administrative procedures, working through subordinate administrators and directors, administers a comprehensive program of institutional effectiveness.

2.4.6. College Committees

President's Advisory Council

The President's Advisory Council, mandated by legislative authority and by the Alabama Community College System Board of Trustees policy, are members of the College community and who are to promote and serve the best interests of the institution in every way not inconsistent with the original Alabama Trade School and Junior College Authority Act. The Advisory Council is recommended by the President and serves as members of the college community who are to promote the institution and to ensure that it remains current in its curricula, meets the needs of local industry, instruction is adequate, and that the college is meeting its mission and goals or assists with their revision.

Meetings: Annually or as called by the President.

Membership: Recommended by the President

Executive Committee (President's Cabinet)

The Executive Committee plans, coordinates, and evaluates the college's programs and services and develops and approves all college policies.

Meeting Schedule: Weekly or as called by the President.

Membership: President and all administrators reporting directly to the President.

Instructional Council (Division Chairpersons)

The Instructional Council serves in an advisory capacity to the Dean of Students & Instructional Services, who serves as chairperson. The committee serves in all matters pertaining to academic policies and procedures. To this committee may be referred matters relating to the broad areas of academic structure and governance and specific academic policies such as grading systems, class attendance and withdrawal, and course syllabi.

Meeting Schedule: Each month or as called by the Dean of Students & Instructional Services.

Membership: Dean of Students & Instructional Services and division chairpersons.

Strategic Planning Council

This is the long-range planning entity for the college. The specific role of this committee is to review and update the college's philosophy and objectives, and to assess and recommend research studies and evaluation methods to measure the college's achievement of overall institutional effectiveness. The committee also assists in formulating and maintaining an annual, three-year plan for institutional management.

Meetings: At least once per semester as called by the chairperson.

Membership: Dean of Students & Instructional Services, Assistant Dean of Institutional Effectiveness/COC, Division Chairpersons, Business Manager, Financial Aid Director, Public Relations/Marketing Director.

Admissions/Placement

This committee hears academic or disciplinary suspension appeals, reviews progress of currently enrolled students admitted under Ability-to-Benefit provisions, hears appeals

from transfer students regarding their admission status, reviews cases of students placed on academic warning, academic probation, one quarter academic suspension, or one year academic suspension, and reviews requests for academic bankruptcy.

Meetings: Semesterly or as called by the chairperson.

Membership: Dean of Students & Instructional Services, Registrar, Financial Aid Director, Director of Counseling, and faculty representative.

Scholarship Committee

This committee coordinates the awarding of academic and leadership scholarships.

Meetings: Semesterly or as called by the chairperson.

Membership: Financial Aid Director, faculty representatives, Director of Counseling/Adult Education and Assistant Dean of Institutional Effectiveness/COC.

Safety Committee

This committee will coordinate an effective safety program that ensures a safe environment for training, both on campus and off campus as appropriate.

Meetings: Semesterly as called by the chairperson.

Membership: Faculty representatives.

Drug Awareness Program Committee

This committee is charged with developing a comprehensive drug awareness plan as mandated by the federal government.

Meetings: Semesterly or as called by the chairperson.

Membership: Director of Counseling and faculty representatives.

Faculty Assembly

The Faculty Assembly serves as a forum for the discussion and dissemination of information regarding academic actions and matters.

Meetings: Semesterly or as called by the President or Dean of Students & Instructional Services.

Membership: All faculty.

College Assembly

The College Assembly serves as a forum for the discussion and dissemination of information regarding all college actions and matters.

Meetings: Semesterly or as called by the President.

Membership: All college personnel.

Professional Development

This committee provides quality professional development activities for administration, faculty, and staff at the College. The committee will plan and present, as a minimum, one professional development in-service activity each semester.

Meetings: Semesterly or as called by the chairperson.

Membership: Faculty and staff representatives.

Local Advisory Committees

Local advisory committees are utilized to ensure that desirable, relevant, and current practices are included in every instructional program. Annual activities will be verified on the committee checklist and documented in committee minutes. Committee checklist and organization guidelines are found in Appendix 2.

Meetings: Semi-annually.

Membership: Members for these advisory committees are recommended by the appropriate Division Chair and appointed by the college president. Membership is composed of at least three members external to the institution, and each division's committee will include a member for each program represented in the division.

3. PERSONNEL POLICIES AND PROCEDURES

3.1. CREDENTIALS

See Appendix 3 for credentialing requirements.

3.2. FACULTY JOB DESCRIPTION

The job description for full-time and adjunct faculty are contained in Appendix 4.

3.3. FACULTY DUTIES AND RESPONSIBILITIES

Instructional Calendar

Reid State develops an annual calendar to meet the requirements of the State Board of Education. The academic year (fall and spring semesters) instructional calendar shall include 175 days. The summer term shall include 54 days. The fall and spring semesters shall each contain a minimum of 78 instructional days. A minimum of three examination days per semester (fall and spring) may be counted as instructional days. The summer term shall include a minimum of 50 instructional days. A minimum of two examination days may be counted as instructional days. The scholastic year (fall, spring, and summer) shall include: 175 duty days, 156 of which must be instructional days for the academic year (fall and spring semesters); 54 duty days, 50 of which must be instructional days for the summer term; or 229 duty days, 206 of which must be instructional days for the academic year and summer term.

At least one registration day is required per term for fall and spring semesters and one registration day for summer term. The calendar shall include a minimum of two and a maximum of five drop/add days per term for fall and spring semesters and a maximum of two days for the summer

term. Orientation or initial class sessions may be held on registration day, but these days may not be counted as instructional days. The remaining (noninstructional) days shall be used for registration, final examinations, professional development, and faculty workdays.

The fall semester must begin in August and end in December. Spring semester must begin in January and end in May. The fall semester will include two days and the spring semester will include three days for statewide professional development. A minimum of two local professional development days are required for the year. Days that the college is officially open are duty days for all full-time noninstructional personnel.

Duty Days and Hours

Full-time instructors, librarians, and counselors employed on a nine-month contract (fall and spring) shall work a minimum of 175 days. Full-time instructors, librarians, and counselors employed on a twelve-month contract shall work a minimum of 229 days. Those employed full-time for the summer shall work a minimum of 54 days.

The Alabama Community College Board of Trustees requires faculty members to spend a minimum of 35 hours per week on campus, exclusive of any regularly scheduled breaks. This does not mean that every faculty member is required to be on duty seven hours a day, but it is intended that faculty have a regular schedule of instruction, student counseling, and preparation. Faculty schedules must be approved by the Dean of Students & Instructional Services and the President and subsequently adhered to by the faculty member.

Faculty Load

According to the State Board of Education Policy #608.1 Instructor Load and hours: "Each full-time academic instructor at any institution under the authority, direction, and control of the State Board of Education shall teach 15 to 16 credit hours per term or the equivalent for the academic year, fall and spring semesters, at such institution. The maximum number of contact hours per week for a full-time technical instructor shall be determined by the president but shall not exceed thirty (30).

According to the State Board policy, duties of the instructors and hours involved will be determined by the President with the understanding that good professional judgment will be exercised. For the purposes of this policy, a full-time load for a technical instructor shall be 24 to 30 clock hours per week. The number of preparations and the number of students will be considered as well as the total theory hours taught in determining a full-time load. Technical instructors will not teach more than six theory courses taught nonconcurrently or more than 16 clock hours of theory. A full-time load for general education faculty shall be 15 to 16 credit hours for fall and spring semesters and 12 to 13 hours for summer term.

Course Syllabi

It is the responsibility of each faculty member to provide his/her students and division chair with a comprehensive course syllabus for each course assigned to him/her. These shall be given to students at the first class meeting. The Division Chairs, in turn, shall submit a copy of each course syllabi to the Assistant to the Registrar to be posted on the College website. The course syllabi shall be constructed in compliance with the syllabus requirements, course guide, and curriculum standard on file in the office of the Division Chairpersons. Two copies of each course syllabus, for the upcoming semester, are due to the Division Chair at the end of the Fall, Spring, and Summer semesters.

Lesson Plans

All faculty are required to utilize lesson plans and course outlines in order to adequately prepare for instruction.

Course Notebooks

Division Chairs are responsible for ensuring that department faculty organize instruction, as indicated by course outlines, syllabi, lesson plans, evaluations, and other appropriate instructional materials. These materials are to be included in a centralized course notebook maintained by Division Chairs or full-time faculty. Adjunct faculty shall have access to the course notebooks for instruction.

Class Meetings

Faculty shall meet all classes as scheduled according to the current instructional calendar. Should a class need to be rescheduled, the faculty member must first consult the Division Chair.

Outside Employment Activities

Each member of the faculty is expected to give full service to class, committee, advisory, and other responsibilities in his/her professional position at the College. No full-time faculty member is to accept regular part-time employment that may interfere with his or her responsibility to the College. All personnel shall request and receive annual written approval from the President prior to acceptance of or continuation of part-time employment. Outside full-time employment is not allowed.

Division Chair

The President appoints Division Chairs based upon the recommendation of the Dean of Students & Instructional Services and the following not all inclusive five criteria: 1) demonstrated leadership ability, 2) demonstrated interpersonal and communication skills, 3) demonstrated ability to perform the duties/functions of a Division Chair, including scheduling; faculty recruitment, supervision, and evaluation; departmental budgeting, 4) support from departmental faculty and 5) seniority. The Dean of Students & Instructional Services by authority vested in him/her by the President can assume chairpersonship of any division if there is a need to do so.

3.4. FACULTY PERSONNEL POLICIES

Grievance Procedure

The purpose of the RSTC Grievance Procedure is to provide a means for resolving legitimate grievances at the earliest possible time and at the most immediate level of supervision. It is the policy of Reid State Technical College to assure all employees that they have a right to file what they believe to be legitimate grievances and to follow the formal procedure through the appeal process, if necessary, without fear of censure or reprisal. All complaints will be handled promptly and impartially when such need arises in the course of employees performing their duties.

Definition

“Grievance,” as used in this context, is limited to a complaint of an employee which involves the interpretation of, application of, or compliance with a school policy, procedure, rule or regulations pertaining to the employee’s employment conditions. “Grievant,” as used in this context, is an employee with at least ninety (90) days continuous service who is stating a grievance.

Procedure

When a grievance arises, a sincere effort will be made to settle it in the following manner.

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within a reasonable time from the date of the alleged incident.

Any employee must file the written statement with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the statement

with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify the Title IX Coordinator, HR personnel, and/or President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 30 days or as otherwise agreed. The supervisor must then make a written report of findings/decision and provide to the employee within 45 days of receipt grievance. The employee must, within 10 calendar days of the written report, provide specific written objections to the report of findings/decision to the supervisor, which will be considered a request for appeal. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

All appeals will be sent to the President or his/her designee, and the President or his/her designee will convene a three person grievance committee to hear the appeal within 30 calendar days. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, aggrieved will have until 5:00 p.m. the first working day following the 10th calendar day to file.

Title V (Disabilities), Title VI (Civil Rights), and Title IX (Gender) Grievance Procedure

Procedure

When a grievance arises, a sincere effort will be made to settle it in the following manner.

Any employee who claims a grievance (or who is reporting an observed grievance) must file a written statement within a reasonable time from the date of the alleged incident.

Any employee must file the written statement with his/her direct supervisor, unless the direct supervisor is the alleged offender. In such cases, the employee must file the statement with the next supervisor in line. The supervisor (or other person receiving a written grievance) will notify the Title IX Coordinator, HR personnel, and/or President as appropriate.

The supervisor, or other person appointed to address the grievance, must review the written statement and conduct an investigation of the claims within 30 days or as otherwise agreed. The supervisor must then make a written report of findings/decision and provide to the employee within 45 days of receipt grievance. The employee must, within 10 calendar days of the written report, provide specific written objections to the report of findings/decision to the supervisor, which will be considered a request for appeal. Failure to timely provide the specific written objections is a waiver of the employee's right to appeal the supervisor's findings/decision.

All appeals will be sent to the President or his/her designee, and the President or his/her designee will convene a three person grievance committee to hear the appeal within 30 calendar days. The President or his/her designee will appoint one person to sit on the grievance committee, and the President will allow both the aggrieved and accused to select an employee of the College to sit on the grievance committee (excluding the President and his/her designee). Should the aggrieved or accused fail to select a member of the grievance committee in the time period required by the President or his/her designee or the selected employee does not agree to participate as a member of the grievance committee in the time required by the President or his/her designee, then the President or his/her designee will select the grievance committee member.

The grievance committee will hold a hearing and allow the aggrieved employee to present the grievance and the accused will have an opportunity to respond within 45 days of the appeal. The grievance committee will also have access to the original grievance, report of the supervisor, and appeal notice by the employee. The grievance committee will provide its findings and decision following the hearing in a timely manner. Either party will have 10 calendar days from receipt to file a written appeal to the grievance committee decision. If timely appealed, the President will issue a final decision based on the original grievance, report of the supervisor, appeal notice by the employee, and grievance committee decision.

NOTE: If the last day for filing notice of appeal falls on either Saturday, Sunday, or a legal holiday, aggrieved will have until 5:00 p.m. the first working day following the 10th calendar day to file.

3.5. EVALUATION

The faculty appraisal system at Reid State Technical College is based on observed accomplishments of the specific duties and responsibilities included in the faculty job description. As required by Alabama Community College System Board of Trustees Policy, each non-probationary instructor is evaluated annually by the Division Chairperson, by the Dean of Students & Instructional Services and by the president or his/her designee. Additionally, Division Chairpersons are evaluated annually by the Dean of Students & Instructional Services. Probationary instructors are evaluated each semester by the Division Chairperson.

Staff is evaluated annually by his/her supervisor. Administrators are evaluated annually by the President. Copies of personnel evaluation forms are exhibited in Appendix 6.

3.6. **EMPLOYMENT**

Conditions of Employment

Employment at the College is subject to the following conditions:

The President may offer employment for one semester, two semesters, a summer term, or a full calendar year as appropriate to librarians, counselors, instructors, and other employees provided there is sufficient enrollment and funds are available.

Before a contract of employment is valid, the applicant's official, seal-bearing transcripts of credits earned at any institution attended or other official documentation must be on file in the proper administrative office.

- a. Employment is offered dependent upon an adequate source of funds to maintain the position offered.
- b. Part-time positions are temporary and do not apply toward tenure.
- c. No guarantee of employment for part-time positions is expressed or implied beyond the contract period.
- d. If non-probationary status has not been achieved, an employment contract shall not be construed as binding on either party beyond its specified dates, and there is no expectancy, expressed or implied, of continued employment beyond the contract period.
- e. An employee whose salary is paid from federal funds, contracts or special allocations may not expect to achieve non-probationary status.
- f. Salary adjustments or reclassification shall be effective at the beginning of the next contract period.
- g. Temporary full-time positions do not apply toward tenure.
- h. In accordance with Alabama Community College System and guidelines, Employment will be contingent upon the receipt of a clearance notification from the criminal background check.
- i. As a part of the employment process the individual shall complete a Family Relationship Disclosure Form.

Employment Procedures.

Vacant positions on Salary Schedules B, C, D, or E shall be filled according to the practices and procedures set out in the *Alabama Community College System Uniform Guidelines for Recruitment and Selection*.

Faculty and Professional Staff on A, B, C, and D Salary Schedules

This procedure pertains to the activities related to the search and appointment of administrative and regular faculty personnel. This procedure does not pertain to the selection or appointment of clerical, other support personnel, part-time faculty, lab assistants, or training for industry faculty or administrators.

The President shall determine all vacancies and schedules for searches and appointments. Additionally, the President may terminate any search committee and related activities at any point of the search process.

The Intent to Employ announcement will be prepared by the Director of Human Resources and approved by the President.

The Intent to Employ announcement will be mailed to the Alabama Community College System for approval.

The Intent to Employ announcement will be posted on institution website, ACCS website, all ACCS institutions' website, Alabama JobLink, IMDiversity.com, advertise in daily/weekly newspaper in service area and/or advertise in daily newspaper of regional/statewide coverage.

The Intent to Employ announcement will be posted on the announcement bulletin board in Building 100 of the main campus at least 21 days before the position is to be filled.

Appointment of the Recruitment and Selection Committee by the President. At a minimum, each Recruitment and Selection Committee shall consist of at least (5) college employee representatives. The Committee shall be comprised of at least 40 percent black and 50 percent female members. Other individuals may be appointed to the Recruitment and Selection Committee as deemed necessary by the President.

The Recruitment and Selection Committee will review all completed applications to determine if the applicants meet the minimum requirements specified.

Interviews shall be conducted for all individuals applying for said position who meet the minimum qualifications. An applicant interview instrument will be completed for each interviewee.

Reference checks shall be completed by a member of the Recruitment and Selection Committee.

The Recruitment and Selection Committee may reject any application which is not complete as specified in the respective position announcement.

When all applicants have been interviewed and evaluated according to the uniform nondiscriminatory employment standards, the Recruitment and Selection Committee will recommend in writing at least three (if possible) applicants for each vacancy.

The President may reject any or all of the recommended applicants. Additionally, the President may re-open a search.

At a minimum, the Recruitment and Selection Committee file shall include five (5) elements. These elements are as follows:

- Completed application for each applicant
- Résumé
- Three letters of recommendation related to each applicant's professional qualifications or work
- Official transcripts of postsecondary education experience for each applicant
- Copies of pertinent professional certificates or licenses of each applicant

A letter of appointment to the successful applicant will be sent by the President.

A letter of acceptance and signed letter of appointment for the successful applicant must be on file at the college prior to said individual's first day of employment.

Notification that the position has been filled shall be sent by the President to all applicants for the respective position.

All Recruitment and Selection Committee files shall be maintained by the college for a period of seven (7) years.

In accordance with Alabama Community College System and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

As a part of the employment process the individual shall complete a Family Relationship Disclosure Form.

Non-Professional Staff on Salary Schedules E and H

This procedure pertains to the activities related to the search and appointment of non-professional personnel.

The President shall determine all vacancies and schedules for searches and appointments. Additionally, the President may terminate any search committee and related activities at any point of the search process.

The Intent to Employ announcement will be prepared by the Director of Human Resources and approved by the President.

The Intent to Employ announcement will be mailed to the Alabama Community College System for approval.

The Intent to Employ announcement will be posted on institution website and ACCS website.

The Intent to Employ announcement will be advertised in state and local newspapers.

The Intent to Employ announcement will be posted on the announcement bulletin board in Building 100 of the main campus at least 14 days prior to the date the position is to be filled.

Appointment of the Recruitment and Selection Committee by the President. At a minimum, each Recruitment and Selection Committee shall consist of at least five (5) college employee representatives. The Committee shall be comprised of at least 40 percent black and 50 percent female members. Other individuals may be appointed to the Recruitment and Selection Committee as deemed necessary by the President.

The Recruitment and Selection Committee will review all completed applications to determine if the applicants meet the minimum requirements specified.

All applicants who meet the minimum requirements will be invited for an interview.

An applicant interview instrument will be completed for each interviewee.

When all applicants have been interviewed and evaluated according to the uniform nondiscriminatory employment standards, the Recruitment and Selection Committee will recommend, in writing, at least three (if possible) applicants.

Reference checks shall be completed by a member of the Recruitment and Selection Committee.

The President may reject any or all of the recommended applicants. Additionally, the President may request that the search be re-opened.

At a minimum, the Recruitment and Selection Committee file shall include four (4) elements: completed application for each applicant; résumé; three letters of

recommendation related to each applicant's professional qualifications or work; official transcripts of postsecondary education experience for each applicant.

A letter of appointment to the successful applicant will be sent by the President.

A letter of acceptance and signed contract for the successful applicant must be on file at the college prior to said individual's first day of employment.

Notification that the position has been filled shall be sent by the President to all applicants for the respective position.

All Recruitment and Selection Committee files shall be maintained by the college for a period of seven (7) years.

In accordance with Alabama Community College System and guidelines, the applicant chosen for employment will be required to sign a consent form and to submit a nonrefundable fee for a criminal background check. Employment will be contingent upon the receipt of a clearance notification from the criminal background check.

As a part of the employment process the individual shall complete a Family Relationship Disclosure Form.

General

All Intent to Employ announcements will include the following statement: It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Reid State Technical College will make reasonable accommodations for qualified disabled applicants or employees. Applicants desiring reasonable accommodations for the interview are encouraged to request such accommodations when contacted for an interview appointment.

3.7. PROCESSING OF NEW PERSONNEL

All new employees shall report to the Business Office to process personnel records. These will include:

- Federal income tax withholding (W-4);
- State income tax withholding (A-4);
- Application for Teacher Retirement membership;
- Application for membership in health insurance plans if desired;
- Application for membership in Public Employees' Deferred Compensation plan if desired;
- Completion of electronic file information;
- Completion of Employment Eligibility Verification form.
- Completion of Alabama New Hire form.
- Completion of direct deposit information.
- Payment of Criminal Background Check.

Personnel Records

Official personnel records are maintained in the Director of Human Resources office. Files are confidential and released only when the employee has given written permission. Changes in status such as address, marital status, payroll deductions, etc., shall be reported to the Business Office and to the Office of the Director of Human Resources.

Faculty/Staff Orientation

This plan is not intended to alter RSTC's current selection process, and the Division Chair, or immediate supervisor, will be responsible for achieving the following with regard to newly appointed faculty/staff members:

Central administration will notify Division Chairs and supervisors as soon as possible after a candidate is successful in obtaining a position. The Division Chair or supervisor will either serve as the new member's sponsor or he/she will designate a mentor.

The mentor will invite the newly appointed person to campus at a time convenient to achieve the following:

- a. Provide a campus tour, and introduce the new appointee to administrators, faculty, and staff.
- b. Have employment forms completed at the payroll clerk office, and discuss payroll matters.
- c. Take the new appointee to the security officer to obtain a parking decal and to learn specific regulations about driving on the Reid State campus.
- d. Distribute the Reid State College Policy Manual and Safety Manual and obtain a signed statement of receipt. The mentor will discuss departmental policies in detail.
- e. For faculty members, work with the new faculty member in designing the first classes that she/he is to teach. For staff members, walk through procedures of the job description to ensure that the person understands RSTC's expectations.
- f. Assign office space and ensure the faculty/staff member has access to appropriate equipment, supplies, and other resources.
- g. Assign security passwords for copier usage and computer network and Internet access.
- h. Introduce faculty member to advising registration procedures.
- i. Discuss with the new appointee such personal matters as where to find housing, make sure that the person is comfortable in the community, and drive through the community to show them pertinent places of business. Family should be included in this process if appropriate.
- j. Ensure that the new member understands how she/he will be evaluated and the measures that will be taken in the evaluation - who will do the evaluation and how they will be informed of what is occurring.
- k. Obtain a signed verification that the orientation process is complete and submit to the Director of Human Resources to be placed in the personnel folder.

Adjunct Faculty Orientation

Orientation of adjunct faculty is the responsibility of the Dean of Students & Instructional Services and Division Chair. The Division Chair is responsible for providing the instructor with appropriate course materials, reviewing instructional policies, and assisting in the instructional process. The Dean of Students & Instructional Services or Division Chair provides the Adjunct Faculty Handbook and reviews it with the new instructor. A checklist of the orientation process is signed by the adjunct faculty and forwarded to the Director of Human Resources for the personnel folder.

3.8. GENERAL

Tenure

Under Act No. 83-644 of the Alabama Legislature, tenure is achieved after the employee has been employed on probationary status for a period of three years from the date of initial employment and is re-employed for a fourth year.

Resignations

All instructional personnel intending to resign are requested to give written notice of resignation to the President at least thirty days prior to the beginning of a semester, and each instructional staff member shall complete all instructional duties and be cleared by the President for any semester started, except by mutual written agreement of both parties. All other personnel should give a minimum of thirty days written notice to the President prior to resignations except by mutual agreement of the President and the employee. Copies of the resignation should be forwarded to the Office of the Human Resources, Dean of Students & Instructional Services and immediate supervisor. Upon resignation from his or her position, an employee loses tenure.

Reduction In Force Guidelines

The Alabama Community College System Board of Trustees, at the request of the President and upon the recommendation of the Chancellor, shall determine it is necessary for Reid State Technical College to implement a reduction-in-force procedure. Upon the formal approval by the State Board of Education of the implementation of a reduction-in-force action, the President shall, as soon as possible, notify all employees affected by the reduction-in-force.

Reduction-in-Force for the purposes of this policy means a reduction in the total number of full-time equivalent employees made necessary by extraordinary circumstances such as, but not limited to, a lack of sufficient funds; declining workforce development needs causing a service provided to likely become, impractical or economically unreasonable; or a change in the Reid State Technical College mission, or administrative or ministerial function, of such a nature as to necessitate significant organizational changes.

GUIDELINES:

1. Reid State Technical College shall identify each of its employees in terms of each employee's job description (to include minimum qualifications) and organizational unit and shall make this information available to each employee.
2. Reid State Technical College shall identify each organizational unit and each employee to be affected by the reduction-in-force to the Chancellor and the manner in which unit and employee shall be affected.
3. Temporary and/or part-time employee(s) performing the same duties as non-temporary full-time personnel shall be released prior to the release of any of the non-temporary full-time employee(s) or probationary employee(s).
4. Any probationary employee(s) performing the same duties as a respective non-probationary employee(s) shall be released prior to the release of the non-probationary employee(s).
5. The following factors shall be taken into consideration prior to the release of any full-time, non-probationary employee:
 - 5.1. The requirements of any applicable court order or consent decree;
 - 5.2. Seniority at Reid State Technical College in the respective job classification taking into consideration minimum qualifications for the respective position;
 - 5.3. Seniority at Reid State Technical College in the respective organization unit; and
 - 5.4. Seniority in general at Reid State Technical College.

6. The Reid State Technical College Business and Human Resource Office's will provide to the employee(s) released the following assistance:
 - 6.1. COBRA Insurance information;
 - 6.2. TRS Account information;
 - 6.3. Information and assistance regarding employment opportunities at other two- year institutions, the Alabama Community College System, and other affiliated agencies and organizations via the *Alabama Community College System Employment Opportunities* site <http://www.accs.cc>.
7. The following guidelines shall apply for recall and retraining of full-time non-probationary employees:
 - 7.1. A full-time non-probationary employee terminated pursuant to this policy shall have recall rights to the position from which he or she was terminated for one (1) calendar year from the effective date of his/her termination. If the terminated employee refuses an offer of employment pursuant to this policy, his/her rights of recall are forfeited.
 - 7.2. If a comparable position becomes available within one (1) calendar year form the effective date of a full-time non-probationary employee's termination he/she may request placement in the position with a retraining probationary period of six (6) months.
 - 7.3. Reverse order of termination applies to all recalls and/or retraining, as stipulated in 7.1. and 7. 2.
8. If Reid State Technical College President determines that a full-time non-probationary employee who is not the senior person in a given job classification or occupational area possesses a certain license, certification, or job skill, the loss of which would be severely detrimental to the operation of Reid State Technical College, the President may request review and approval by the Chancellor of an exception to the general guidelines relating to the release of full-time personnel on continuing service status. (This exception shall not be available for part-time, temporary, or probationary employees.)

Termination of Personnel

Tenured Personnel

Tenured personnel may be terminated at any time because of a justifiable decrease in the number of positions or for incompetency, insubordination, neglect of duty, immorality, failure to perform duties in a satisfactory manner, or other good and just cause, subject to the rights and procedures hereinafter provided. However, a vote or decision to approve a recommended termination on the part of the president or governing board shall not be made for political or personal reasons. Procedures and requirements for termination are established in the Alabama Community College System Board of Trustess Policy and Procedure Manual and the Students First Act 2011-270.

Non-Tenured Personnel

Non-tenured personnel may be terminated at the discretion of the president by being provided a written notification of termination at any time on or before 15 days prior to the end of 36 consectiue months of employment. Procedures and requirements for termination are established in the Alabama Community College System Board of Trustess Policy and Procedure Manual and the Students First Act 2011-270.

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

Working Hours

Administrators and Support Personnel

The standard work week for full-time employees is 40 hours per week. A work week is defined as a period of 160 hours during seven consecutive 24 hour periods. The college business hours are 7:00 a.m. through 4:00 p.m. Monday through Thursday and 7:00 a.m. through 1:00 p.m. on Friday. These times may vary depending upon the department schedule. If it should become necessary for an employee to work outside of the normal schedule, these changes must be approved by the immediate supervisor and President.

Employees on Salary Schedule E can be compensated for any additional hours worked in excess of 40 hours within the standard work week or provided compensatory time.

- a. Monthly salaried employees may be compensated for time worked in excess of 40 hours per week at a rate of one and a half times their normal rate in additional wages or compensatory time.
- b. All overtime requests must be approved by the immediate supervisor, and President or designee.
- c. Compensatory time earned must be used prior to the approval of any leave requests and used within the academic year of earning the compensatory time.
- d. If compensatory time is not used within the academic year e.g. no leave requested, eligible employee shall be compensated for compensatory time.
- e. Overtime provisions and compensatory time do not apply to exempt personnel (Salary Schedules A, B, C, or D).

Summer Employment

A full-time instructor, counselor, or librarian on Salary Schedule D who is employed by virtue of an academic year letter-of-appointment (fall and spring semesters) will have first option (over part-time or temporary employees) for employment at the College in the summer term, provided that: (1) there is sufficient student enrollment; (2) there is sufficient funding available; (3) the employee is qualified to provide the service scheduled; (4) instructors may be given priority for summer teaching only in those courses they taught at least once during the preceding academic year or, if the course has not been taught during the preceding year, priority will be based on course(s) taught most often in the past; and (5) instructors may be removed from consideration or given lower priority for summer employment due to disciplinary records or unsatisfactory evaluations within the last two years.

Attendance

All employees are advised of their work hours at the time of employment. It is necessary for each employee to report to work at the designated time and remain on duty in accordance with the schedule. Each employee, or representative for the employee in the case of emergency, must notify his or her supervisor when he or she is unable to report to work. Prompt notification is required. Notification should occur within 15 minutes of the designated time for work to begin. If for some reason the supervisor cannot be reached, a call should be placed to the Dean. Each Division Chair and supervisor is responsible for reporting employee absences to the appropriate Dean's office on a daily basis.

Salaries

Administrators, Instructors, Counselors, and Librarians

All personnel are paid according to salary schedules adopted by the Alabama Community College Board of Trustees. Each person must qualify for appropriate salary ranks in accordance with the guidelines published in the Board of Trustees policies. Salaries for the academic year (nine months) or for a semester may be disbursed in equal monthly payments. Salaries will be reduced for each day a person is absent after allowable leave has been taken.

Support Personnel

Salaries shall be in accordance with the salary schedule adopted by the Alabama Community College Board of Trustees. The Salary Schedules can be found on the Alabama Community College System website or in the Business Office. Full-time support personnel will be paid from Salary Schedule E. Salary for employees working 20-39 hours per week will be based on Salary Schedule H. Salaries will be reduced for each day a person is absent after allowable leave has been taken.

Salaries and contract year will be effective on September 1. Salaries will be computed on an annual basis of 1-260 duty days if employment begins after September 1.

Method of Salary Payment

All employees of Reid State Technical College are paid on the last work day of each month by direct deposit. Other arrangements may be made for part-time instructional or other employees.

Deductions from Salaries

The following deductions are made for employees' salaries:

- a. Social Security and Medicare are deducted at the rate set by the federal government.
- b. Teacher retirement deduction is at the current TRS rate. Participation in TRS is required for all full-time employees. Specific information relating to retirement, vesting, and disability retirement is presented in publications of the Alabama Teacher Retirement System. Copies of these publications are available in the Reid State Technical College Business Office.
- c. Federal and state income taxes are withheld on the basis of income tax tables compiled by the government. However, federal income taxes are not deducted from teacher retirement contributions.
- d. Health insurance is available under a group contract on a voluntary basis, and it is deducted monthly. The state pays an annual amount of this coverage.
- e. Other items as designated by the employee and Reid State Technical College.

Method of Payment for Persons Employed for Less Than an Academic (Nine Month) Term

All persons beginning or ending employment at a time which does not coincide with the regular beginning or ending of an academic year shall be paid on a daily rate basis for the actual number of working days they are on duty. This daily rate for the nine-month term

shall be determined by dividing the academic year's salary by 175 working days (exclusive of holidays). The daily rate for summer school shall be determined by dividing the summer salary by the number of duty days.

Alcohol and Controlled Substances Testing

To comply with the Omnibus Employee Transportation Testing Act of 1991, each person who possesses a Commercial Drivers License (CDL) will be subject to pre-employment/pre-duty, reasonable suspicion, random, and post-accident alcohol and controlled substance testing. Oversight of the drug testing program rests with the Dean of Students & Instructional Services. The Evergreen City Police Department will conduct all alcohol tests, and a medical doctor will conduct the controlled substance tests and serve as the Medical Review Officer (MRO). Procedures required to comply with the Testing Act of 1991 are shown at Appendix 7.

3.9. PROFESSIONAL DEVELOPMENT

The Reid State Technical College Professional Development Committee is charged with the responsibility for scheduling professional development activities during in-service days scheduled in the annual college calendar. Further, all college personnel are encouraged to take advantage of any professional development opportunities throughout the year as the opportunity and funding is available. The ACCA and the Teaching/Learning Symposium convention are held annually, and all college personnel are encouraged to attend.

4. COLLEGE POLICIES

4.1. LEAVE

Sick Leave

Each full-time college employee employed on Salary Schedules A, B, C, E, and H shall earn one day of sick leave per month of employment. The maximum accumulated sick leave is authorized pursuant to Section 16-1-18.1, *Code of Alabama* of 1975, as amended.

Each full-time college employee employed on Salary Schedule D shall earn one day of sick leave per month of employment to a maximum of nine days during the academic year (fall and spring semesters) and up to a maximum of three days during the summer term.

Any unused balance of sick leave accumulated at the end of the leave year will be carried forward to the next succeeding year.

Each full-time college employee can accumulate an unlimited number of sick leave days and may be claimed for the following reasons:

- a. Personal illness; doctor's quarantine.
- b. Personal injury which incapacitates the employee;
- c. Attendance upon an ill member of the immediate family (husband, wife, father, mother, son, daughter, brother, or sister) of the employee or an individual with a close personal tie to the employee;
- d. Death of a member of the family of the employee (husband, wife, father, mother, son, daughter, brother, sister, father-in-law, mother-in-law, brother-in-law, son-in-law, daughter-in-law, sister-in-law, nephew, niece, granddaughter, grandson, grandfather, grandmother, uncle, or aunt).

- e. Illness, injury, or death of an individual not legally related to but having a unique relationship with the employee. (Where unusually strong personal ties exist due to an employee's having been supported or educated by a person, or some relationship other than those listed, this relationship may be recognized for leave purposes);
- f. Absences Due to Illness: After five (5) days of absences due to illness, within a thirty (30) calendar-day period, the President or designee may require that an employee furnish a medical certificate by a qualified physician acceptable to the institution. This is to be done at the expense of the employee.

Following an absence from work for sick leave, the employee shall complete a sick leave form and file it with his/her immediate supervisor.

Sick leave is a privilege, not an earned right, and should not be abused. A doctor's certificate or other proof of illness may be required in any instance where abuse of sick leave policies is suspected.

An employee is not paid for unused sick leave days upon termination of employment. Act 84-251 (Accrued Sick Leave, May 8, 1984) allows the use of accrued sick leave for retirement. Contact the Business Office for more information. A leave form is included in Appendix 8.

Transfer of Sick Leave

The college hires personnel from time to time from local public school systems and higher education public institutions in Alabama which are controlled by Boards of Trustees.

Sick leave has been earned by these individuals during the period of time they were employed by the local systems or the higher education institutions.

Earned sick leave, not to exceed the limits as established by the Board of Trustees Policy for institutions under its control, may be transferred in the same manner as sick leave would be transferred from one institution to another under the Alabama Community College Board of Trustees.

Leave Without Pay

Leave without pay must be applied for using the standard leave form. Approval from supervisors and the President is required just as it is for all other leave. Leave cannot be earned while an employee is on leave without pay.

Maternity Leave

A full-time employee may be granted a maximum of one year of maternity leave without pay. Persons on maternity leave may be paid for earned sick leave upon request. A person who resigns instead of taking maternity leave cannot be paid for accumulated sick leave. The time an employee is on unpaid maternity leave does not count toward the employee's respective salary schedule. The tenure status of persons on maternity leave will not be affected.

Annual Leave

The Alabama State Board of Education Policy authorizes full-time employees compensated from schedules A, B, C, E and H (prorated) to earn annual leave. It authorizes annual leave to be earned at a varying rate based upon the number of years the employee has been compensated from one or more authorized schedules as follows:

- 0-4 years of experience - 1.0 days per month
- 5-9 years of experience - 1.25 days per month
- 10-14 years of experience - 1.5 days per month
- 15-19 years of experience - 1.75 days per month

20-above years of experience - 2.0 days per month

A maximum of 60 days annual leave maybe accrued and carried forward into each semester.

Definitions

Eligible Employee: Full-time employees compensated from salary schedules A, B, C, E and H (prorated).

Years of Service: A year of service shall be at least nine (9) months employment out of a twelve (12) month period. A twelve month period shall be that period from September 1 to August 31.

Salary Schedule H: Employees compensated from Salary Schedule H shall receive annual leave under the same terms and conditions as other eligible employees except a “day” of annual leave shall be as follows: four hours for employees compensated from Schedule H-20; five hours for employees compensated from Schedule H-25; six hours for employees compensated from Schedule H-30, and seven hours for employees compensated from Schedule H-35. Part-time temporary support personnel earn leave after four months of employment.

Restrictions

Current Board of Trustees policy does not provide for annual leave for instructors, counselors, or librarians.

Years of experience for annual leave rate determination shall be the number of years an employee is compensated from one or more of the eligible schedules (A, B, C, E and H prorated). The number of years shall be inclusive of the total number of eligible years of service at any Alabama public community, junior, or technical college, Athens State College, or institutions of learning eligible to participate in the Alabama Teachers Retirement System. Each college shall determine an individual’s eligible years of service.

Annual leave is an institutional fringe benefit, and it is not transferable. Individuals changing employment between institutions of The Alabama Community College System should be compensated for accrued annual leave by the institution at which the leave is earned.

Procedures

Earned annual leave may be taken at appropriate times as approved in advance by the President. Annual leave may exceed 60 days during the year; however, annual leave exceeding 60 days earned by September 1, but not taken is forfeited. Persons who leave employment shall be paid for the actual number of annual leave days up to a maximum of 60 days. Termination payment may not exceed the daily compensation rate times 60 days.

Personal Leave

Personnel Employed on Salary Schedule A, B, C, E and H

Up to two (2) days of personal leave with pay will be granted to each full-time employee on the above salary schedules during any leave year. Up to two days per year of personal leave is extended to all support personnel on Salary Schedule H as above, with a “day” defined as four (4) hours per persons paid from Salary Schedule H-20, five (5) hours for persons paid from Salary Schedule H-25, six (6) hours for persons paid from Salary Schedule H-30, and seven (7) hours per persons paid from Salary Schedule H-35.

Personal leave is noncumulative. A reason for personal leave is not required. However,

personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

Personnel Employed on Salary Schedule D

Up to five (5) days of personal leave with pay will be granted to each full-time employee on the first day of each academic year. Personal leave is noncumulative. A reason for personal leave is not required. However, personal leave with pay shall be requested prior to its occurrence. Personal leave will not be paid on resignation or termination of employment.

Unused Personal Leave

Personal leave not taken will be converted at the end of the leave year to sick leave. Election by the employee otherwise requires timely written notice by the employee to the institution.

Emergency Leave

- A. In situations where annual and sick leave have been exhausted, the president or an immediate supervisor may approve emergency leave to an employee up to a maximum of three days per leave year.
- B. In general, an emergency is an unforeseen circumstance which requires immediate action by an employee.
- C. Request for emergency leave is to be made via Request for Leave form. This request, once approved, will be retained in the office of the immediate supervisor.
- D. The immediate supervisors may be delegated the authority to approve emergency leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.
- E. Emergency leave will not be paid on termination or resignation of employment.
- F. When a new employee on Salary Schedule A, B, C, E, or H is hired after the beginning of the standard contract period (usually September 1), the computation for the amount of emergency leave awarded will be based upon the employee's number of work days in the year divided by 260 days, rounded to the nearest hour.

Court Attendance

Full-time employees who are required by a court to attend such court in the capacity of jurors or witnesses will be granted special leave with pay to attend such court.

Military Leave

- A. Once the employee has exhausted all available paid leave, the employee may be considered to be on military leave of absence without pay. Employees on unpaid leave of absence do not accrue benefits but may choose to continue health insurance coverage by paying the designated premiums.
- B. Locally, military leave is also extended to salary schedule H personnel.
- C. ON receipt of orders, the employee will submit a Request for Leave form, with a copy of the orders attached. This form, once approved, will be retained in the office of the immediate supervisor.

- D. The immediate supervisors may be delegated the authority to approve military leave for personnel in their respective areas throughout the year. The immediate supervisors are responsible for assuring that leave taken by employees in their area of responsibility is reported timely and accurately on the basis of the Request for Leave they have approved.

Professional Leave

A maximum of one year of professional leave, without pay, shall be granted to full-time tenured faculty if, in the judgment of the President, the purposes of the institution and objectives of the department are not hampered by the absence.

Other full-time employees may be granted professional leave, without pay, for a period not to exceed one year if, in the judgment of the President, the purposes of the institution and objectives of the department are not hampered by such leave without pay.

Professional leave with pay may be granted to any full-time employee when Federal or institutional funds are available for such purposes. A person granted a leave with pay must return to the institution for a minimum period of two years or repay the moneys received while on leave. The tenure status of persons on professional leave will not be affected.

Professional leave will be granted only upon written request from the President and approval by the Chancellor.

Professional Development Leave

Full-time personnel may be granted professional development leave with pay for up to ten (10) days per year provided in the opinion of the President the professional development activity will significantly enhance the employee's professional development plan. Leave must be taken in accordance with the procedures and requirements established for professional development leave in the Alabama Community College Board of Trustees Policy Manual. (Action item #/F-13 April 26, 1984)

Family and Medical Leave Act Leave

The Family and Medical Leave Act (FMLA) of 1993 was passed by Congress to balance demands of the work place with needs of families, promote stability and economic security of families, and promote national interests in preserving family integrity; minimize the potential for employment discrimination on the basis of gender by ensuring generally that leave is available for eligible medical reasons (including maternity-related disability) and for compelling family reasons; and promote the goal of equal opportunity for women and men.

The Alabama Community College Board of Trustees and the institutions under its direction and control shall comply with the requirements of the FMLA. Those institutions shall administer the FMLA in conformance with regulations and guidelines promulgated by the Chancellor.

Paid Absences Due to Job-Related Injuries

The Alabama Community College System Presidents are authorized to approve payment of salaries and fringe benefits for up to ninety (90) working days for absences arising from job-related injuries to college employees. Continuation of salary and fringe benefits for the appropriate number of working days shall be consistent with the employee's injury and the subsequent absence from work resulting from the injury. This policy shall apply to temporary disability of the employee as applicable to the job-related injury.

The President/designee may require medical certification from the employee's physician that the employee was injured and cannot return to work as a result of the injury. The President/designee may, within their discretion, require a second opinion from another physician at the expense of the institution. The President/designee may require a statement from the physician that there is a reasonable expectation that the employee will be able to return to work.

Sick leave shall not be deducted from the employee's account if absence from work results from an on-the-job injury.

The President/designee shall inform the employee who is injured on the job of the employee's rights to claim unreimbursed medical expenses and costs through the State Board of Adjustment and shall inform the injured employee regarding applicable Alabama Community College Board of Trustees policies. Such notification shall be made within thirty (30) calendar days of notice of the injury.

Eligibility for salary and benefits under this policy is contingent upon proper notification by the injured employee to the President/designee within twenty-four (24) hours after the occurrence of the injury. When the employee is not clinically able to effect such notice, notification may be made by a representative of the employee. Said representative must be reasonably knowledgeable concerning the injury and the condition of the employee.

The Chancellor is authorized to promulgate guidelines for compliance with and enforcement of this policy.

4.2. FACULTY VACATIONS

Faculty members should consult the Official College Calendar in scheduling their vacations. Time between semesters, at Christmas, during the summer, and on official holidays does not require the presence of the faculty.

4.3. COLLEGE COMMENCEMENT

Professional personnel and faculty members are to attend scheduled commencements, unless specific permission to be excused is given by the President of the college. Individuals own or rent their caps and gowns. The college bookstore is responsible for the ordering of caps and gowns.

4.4. REPORTING THEFT AND TRESPASS

Any employee who discovers a theft or trespass at the college should contact campus security or the Evergreen City Police immediately. Campus security will notify the safety chairperson.

4.5. SMOKING

Smoking is not permitted in the buildings of the college. This rule applies to students, employees, and guests. Smoking is permitted outside of buildings, but not near entrances. Staff will ensure that smoking is not permitted in any building or college vehicle. Students will not be excused from class to smoke.

4.6. CAMPUS EMERGENCIES

There are two general types of emergencies that may result in the implementation of the Reid State Technical Crisis Management Plan. These are:

- Large-scale disorder
- Large-scale natural/man-made disaster.

The Crisis Management Plan is found in the Appendix 9 of this publication.

4.7. KEYS

Persons who are issued a building, office, or vehicle key shall keep the key in his or her possession, but he/she must not loan it to anyone. The privilege of carrying a key is not transferable. Keys may be duplicated only upon the authorization of the Business Manager. A lost key must be reported at once to the employee's supervisor and to the Business Manager. The Business Office issues all keys to campus facilities.

4.8. SAFETY

Safety is an integral part of any job assignment. The College attempts to provide a work place free from recognized hazards. Employees should also contribute to safety by performing their job in the safest manner possible. Observe all posted safety rules and regulations and report any unsafe or dangerous conditions to the Business Manager. Any accident, no matter how slight, is to be reported to the immediate supervisor or Dean of Students & Instructional Services at once and an accident report must be filed in a timely manner.

Safety concerns should be reported immediately to the Safety Committee on the Safety Referral Form (Appendix 10) and Maintenance Request Form (Appendix 11).

4.9. GIFTS AND GRATUITIES

No employee of Reid State Technical College may accept gratuities, courtesies, or gifts in any form whatsoever from any person or persons, corporations, or associations that may seek, directly or indirectly, to use the connection thus formed for securing favorable comment or consideration on any commercial commodity, process, or undertaking.

4.10. CAMPUS CRIME, CAMPUS SECURITY, AND DRUG FREE WORKPLACE POLICY

The information contained in this disclosure document is provided by Reid State Technical College in compliance with The Campus Awareness and Campus Security Act of 1990 (Title II of Public Law 101-542). Inquiries regarding the information contained herein should be directed to President, Administration Building, Reid State Technical College, Evergreen, AL 36401.

Reporting Criminal Actions or Other Emergencies

Reporting

It is the policy of Reid State Technical College that any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic accident; or other situation which occurs on college property, and which may constitute an emergency, a danger to the health, safety, or property of any person, or a threat to the public order be reported immediately. An emergency is hereby defined as any event that is disruptive to the normal affairs of the college. Members of the campus community should be alert to emergency situations and make immediate reports as outlined below. In reporting an emergency, the caller must: (a) state name; (b) state type of emergency; (c) state location of emergency; and (d) remain in the area until assistance arrives.

Reporting of Emergencies - On campus

Medical emergencies: In the case of major injury or serious illness, (a) call the paramedics, (b) call the campus security.

Fire/Explosion/Hazardous Material Spill: In the case of fire, explosion, or hazardous material spill, (a) activate the fire alarm or otherwise notify occupants to vacate the building; (b) call the fire department; (c) call the campus security; (d) call maintenance.

Bomb Threat: In the case of a bomb threat, call the campus security.

Criminal Acts: In the case of criminal acts including murder, rape, robbery, aggravated assault, burglary or motor vehicle theft, call the campus security.

Maintenance Emergencies: In case of maintenance emergencies, (a) call maintenance; (b) call the campus security.

Reporting of Emergencies - Off Campus (Participation at College Functions)

In the case of a major injury, serious illness or other emergency involving a faculty/staff/student participant at a college function, (a) call local medical assistance and local law enforcement personnel, if applicable; (b) call Reid State and notify the appropriate dean of the injury or illness and the location

of the injured party. In the event such occurrence is after normal operating hours, call campus security. Campus security will in turn notify the appropriate dean.

Reporting of Emergencies - Off Campus Instructional Sites

In the case of a major injury, serious illness or other emergency involving faculty, staff or students at an off campus instructional site, (a) call 911, (b) call the campus security. The campus security will notify the appropriate dean.

Emergency Procedures - Building Evacuation

In the event it becomes necessary to evacuate a building, all occupants are expected to vacate the facility as directed by the signage located in each building.

Emergency Procedures - Tornado Watch

Campus security notifies each building representative and maintenance when a tornado watch is issued; building representatives must from that point monitor weather radios until the watch is canceled; classes are not interrupted for a tornado watch.

Emergency Procedures - Tornado Warning

1. Campus security notifies each building representative and maintenance when a tornado warning is issued.
2. Building representatives inform building occupants a tornado warning has been issued.
3. Building representatives must from that point monitor weather radios and telephones until the warning is canceled.
4. Campus security will determine if building occupants should be notified and advise the building representatives accordingly.
5. All occupants should avoid glass areas.
6. When the tornado threat is over, the all-clear will be given by the campus security and normal activities will resume.

Do not send persons home during a tornado watch or warning.

Sexual Offenses

Reid State places a high priority on the safety of all students, employees, and visitors. Any type of sexual misconduct is strictly forbidden at Reid State. Both college disciplinary procedures and criminal charges may be applied to sexual offenses. See the Reid State Technical College policy below for sexual harassment for further information.

Educational Programs

Educational programs aimed at making the Reid State community free from sex offenses are administered by the department of Campus Safety and Security and the Office of Student Services. These programs include, but are not limited to:

- Presentations at orientation by campus safety and security personnel;
- Presentations by campus safety and security personnel as may be requested;
- Brochures available in the offices of Safety & Security and Student Services which describe the prevention of sexual assault;
- Posters throughout the campus community to heighten awareness of sexual assault.

Sanctions

Upon determination that a student or employee has committed rape, acquaintance rape, or another sexual offense, the following sanctions are available:

- Criminal charges
- Probation
- Suspension from college and/or employment
- Expulsion from college
- Termination of employment
- Ban from college property

Procedures for Victims

In the event you or another person are the victim of sexual assault, it is important to remember details, follow procedures, and notify the proper college officials. The single most important thing a victim of rape or sexual assault can do is tell someone - the police, a friend, a medical professional, etc. Rape or sexual assault, whether by a stranger or someone you know, is a violation of your body, your trust, and your right to choose. The following are recommended procedures to follow:

Do not shower, wash, or change your clothes;

Preserve any evidence such as clothing, used condoms, towels, tissues or other items which may be useful for investigation purposes.

If the incident occurs on campus, contact the Chief of Security. If the incident occurs off campus, contact 911.

Victims may also contact the Dean of Students & Instructional Services to get assistance in notifying appropriate law enforcement and medical personnel.

Seek medical attention immediately. Campus security can assist in seeking medical attention. Also, local emergency medical services can be contacted by dialing 911.

Seek counseling to assist with mental and emotional trauma. Information concerning counseling services available through various agencies can be obtained in the Counseling Office.

Campus Disciplinary Procedures

Disciplinary procedures for students in the event of any criminal incident, including sexual offenses, are outlined in the student conduct section. In cases involving sexual offense, the accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding. Both the accuser and the accused shall be informed of the outcome of any campus disciplinary proceeding brought as a result of alleged sexual assault.

Security of and Access to Campus Facilities

Reid State Technical College is committed to providing a healthful, safe, and secure environment for all members of the campus community. All non-students must report to the Front Desk in the Administration Building to be issued a visitor's pass to obtain access to the Reid State Technical College campus. Main campus facilities are locked and unlocked by the campus security according to the normal operational hours of the college and scheduled facilities usage. Normal operational hours are:

6:00 a.m. - 9:00 p.m. - Monday - Thursday

6:00 a.m. - 1:00 p.m. - Friday

By special schedule - Weekends and holidays (Buildings that do not house classes or are not scheduled for a special event on Saturday are closed.)

Campus facilities are locked and unlocked by the campus security. The schedule for opening and closing facilities is driven by operational hours of the institution. In order to maintain a safe and secure environment, it is necessary to lock all buildings after normal operational hours. As a rule, no one should be in college buildings after normal operational hours. Students, faculty, or staff who need access to campus facilities outside the hours scheduled above must secure appropriate authorization from the appropriate dean. Campus security have been instructed not to open buildings or allow people to remain in campus buildings after hours. In the event of an unforeseen emergency, please contact campus security for assistance.

In order to provide a safe and secure work and study environment, the following precautionary measures are to be relative to visitors on campus: Non-Reid State Technical College students or visitor(s) must obtain a visitor's pass, faculty and staff must carry a current ID card, and faculty and staff must display the parking decal in their vehicle.

Campus Law Enforcement Policies and Practices

This policy pertains to campus law enforcement practices on the Reid State Technical College campus facility and college sponsored events on or off campus.

- a. Any criminal act; act or threat of violence; injury; destruction of college or personal property; traffic; or other situation occurring on the college campus or other similar situation shall be reported to the campus security immediately or as soon as practical. In any event, said reporting shall be conducted through the completion of the appropriate incident reporting form.
- b. In the event that the appropriate college official cannot be contacted, then the local police department, sheriff's office, or local state troopers' office may be contacted.
- c. The campus security, representatives of the local police department, sheriff's department, or state troopers' office working with official capacity of said agencies shall have full and legal authority to enforce all pertinent state, federal, and local laws at Reid States facilities and sponsored activities on or off campus.
- d. The chief of campus security shall be responsible for the investigation of incident reports.

Campus Programs on Safety and Security

The College shall develop and implement formalized programs for students and faculty to provide information about campus security procedures and practices and to encourage same to be responsible for their own security and the security of others. These programs shall be conducted in accordance with the following:

Students

Information about campus security procedures and practices shall be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include:

- hours of operation;
- emergency contacts and numbers;
- common security procedures; and
- reporting security violations.

Information about security practices shall also be presented to students during a one hour program to be conducted during the fall semester of each academic year.

Employees

Employees will be provided with information about campus security procedures to encourage students and employees to be responsible for their own security and the security of others. This information will be provided during an employee safety meeting to be held, as a minimum, once each academic year.

Employees will also attend the annual program described within.

The institutional Safety Committee shall be responsible for conducting the special programs described within for students and employees.

The chairperson of the Safety Committee shall provide an annual campus security report to the President. As a minimum, this report shall include:

- number of programs conducted;
- description of programs conducted;
- attendance count for each program; and
- recommendation of realistic actions the college could initiate to help enhance campus security procedures and practices.

Crime Prevention Program for Employees and Students

The College shall develop and implement formalized programs to inform students and employees about the prevention of crimes. These programs shall be conducted in accordance with the following:

Students

Information about campus crime prevention shall be presented to all new students during the orientation course/program conducted at the beginning of each semester. As a minimum, this information shall include: definitions; personal safety practices; and reporting of offenses.

Information about campus crime prevention practices shall also be presented to students during a student assembly to be held a minimum, once each academic year.

Employees

Employees will be provided with information about campus crime prevention practices during an employee safety meeting to be held, at a minimum, once each academic year.

Employees will also attend the annual program described above.

The Institutional Safety Committee shall be responsible for conducting the special programs described above for students and employees.

The chairperson of the Safety Committee shall provide an annual crime report to the President. As a minimum, this report shall include: number of programs conducted; description of programs conducted; attendance count for each program; recommendations of realistic actions that the College could initiate to help enhance crime prevention initiative.

4.11. CAMPUS CRIME STATISTICS

The Student Right-to-Know and Campus Security Act requires that each student be provided a detailed breakdown of campus crime statistics. Disclosures required by this law are made available to students, faculty, staff, and the general public in a publication entitled *Campus Crime Statistics*. Copies of this publication are available in the evening office, the department of Campus Safety and Security, and the Office of Student Services.

4.12. COLLEGE POLICIES ON POSSESSION, USE, AND SALE OF ALCOHOLIC BEVERAGES AND ILLEGAL DRUGS

This policy complies with requirements of Public Law 100-690 for recipients of federal contracts and grants for a drug-free workplace.

Procedure

- a. As required by Section 22 of the Drug Free Schools and Communities Act of 1989 (Public Law 101-226) and in recognition of this institution's responsibility to serve as a beneficial influence on its students, its employees, and the community at large, Reid State Technical College is designated as a drug and alcohol free campus and will comply with the provisions of Public Law 101-226:
- b. The college expects its students and employees to obey all federal, state and local laws concerning the possession, use, distribution, and sale of alcohol and illegal drugs and will consider violation of such laws as grounds for appropriate sanctions up to and including expulsion of students and termination of employees when such violations occur on campus or during an activity officially approved by the college.
- c. The college also expects its students and employees to be aware that such violations of law are subject to penalties including fines and imprisonment and that, when appropriate, the college will refer to the appropriate enforcement agency any employee or student who is in violation of such laws.
- d. The college also expects its students and employees to be aware that abuse of alcohol and illegal drugs has serious negative consequences to the health of the abuser including, but not limited to, cardiovascular disease, liver failure, and death.
- e. The college expects its students and employees to be aware that they may seek information about alcohol and drug abuse and may seek aid in the form of referrals to appropriate treatment programs and support groups by contacting the Reid State Technical College Counseling Office.
- f. The college reserves the right to require students and employees who violate the statutory laws or policies of the college concerning alcohol and drug abuse to take part at their own expense in an appropriate counseling or treatment program as a condition of continued enrollment or employment at the college. The college also reserves the right to establish a program of early intervention in cases where employees are exhibiting behavior normally associated with alcohol or drug abuse.
- g. Students admitted to certain programs may be required to submit a drug and alcohol screen prior to participation in activities related to a specific program (example – before clinical rotations).

Nursing Students

- a. The nursing student shall comply with legal, moral, and legislative standards which determine unacceptable behavior of the nursing student and which may be cause for denial of license to practice as a licensed practical nurse, in accordance with the Alabama Law regulating practice of Registered and Practical Nurses as stated below:

“The Board shall have the power to deny, revoke, or suspend any license issued by it or to otherwise discipline a licensee upon proof that the licensee: is guilty of fraud or deceit in procuring or attempting to procure a license; has been convicted of a felony; is guilty of a crime involving moral turpitude or of gross immorality that would tend to bring reproach upon the nursing profession; is unfit or incompetent due to the use of alcohol, or is addicted to the use of habit-forming drugs to such an extent as to render him or her unsafe or unreliable as a licensee; has been convicted of any violation of a federal or state law relating to controlled substances...”

Section 34-21-25 Code of Alabama, 1975.

Failure to comply with any of the above stipulations while in the nursing program constitutes grounds for dismissal from the program.

It is important for nursing students to be familiar with the Alabama Board of Nursing's regulations on the review of candidates for eligibility for initial and continuing licensure. There will be questions on the Application for Licensure as a Licensed Practical Nursing by Examination which ask, "Have you ever been arrested or convicted for driving under the influence of drugs/alcohol?" Application to write the examination may be denied on the basis of this review. (Standards of Conduct. Practical Nursing Policy Manual. Reid State Technical College.)

- b. Students admitted to the Practical Nursing Program will be required to submit a drug and alcohol screen prior to clinical rotations. While enrolled, students are subject to random drug and alcohol tests in accordance with the policies and procedures of the clinical agencies and Alabama Hospital Association Accreditation Standards.

Commercial Truck Driving

Students will submit a drug screen prior to being allowed to operate a commercial truck. While enrolled, students are subject to random drug and alcohol tests in accordance with the Department of Transportation Omnibus Transportation Employee Testing Act of 1991.

4.13. AIDS Policy

Reid State Technical College recognizes the critical nature of Acquired Immune Deficiency Syndrome (AIDS) as it affects the health of all populations. To that end the college has developed the following policy and procedures in the event that this disease should strike members of the college community.

Policy

1. Students or employees infected by AIDS, AIDS-Related Complex (ARC), or who have had a positive HIV antibody test will not be excluded or dismissed from enrollment or employment, nor shall they be restricted in their access to services or facilities except in the event that a conscientious decision based on professional medical judgment is made to protect the welfare of the individual and the welfare of other members of the college community.
2. Reid State will make decisions regarding AIDS on a case-by-case assessment after consultation with appropriate medical and legal advisors.
3. The college will inform its constituencies of the disease, including its symptoms, known means of transmission, and precautions for avoidance of contracting the disease in keeping with its mission as a college.
4. The college encourages students and employees who know or have reason to believe that they have AIDS, ARC or a positive HIV antibody test to inform the Dean of the College, Associate Dean of Instructional Program, or Lead Program Instructor (if a student), the Dean of Students & Instructional Services (if a faculty member), or the business manager (if a supportive or administrative employee) on a confidential basis, in order that the institution can assess the case in an appropriate and confidential manner.
5. Students and employees who know or have reason to believe that they have AIDS, ARC, or a positive HIV antibody test are expected to seek medical advice about their condition and to conduct themselves responsibly for the protection of their fellow members of the college community.
6. This policy shall be reviewed periodically by the appropriate college personnel appointed by the president of the college.

Procedures

1. Basic information about AIDS will be available to all students, faculty, and staff at the following locations: Student Center, Student Services Office, Division of Nursing Office, and Counselor Office.
2. The official college spokesperson to respond to inquiries from the press, elected officials or the general public shall be the president of the college or the president's designee.
3. If a case of AIDS is detected in a duly enrolled student at the college, the Dean of Students & Instructional Services, Dean of Students & Instructional Services, and director of nursing, in consultation with professional medical and legal advisors, shall make an assessment of the individual case and determine whether there is reason to exclude or restrict the individual from enrollment. Such information thus obtained shall not be disclosed except to report it to the president of the college for approval of the action taken.
4. If a case of AIDS is detected in a non-instructional college employee, the Business Manager, the Dean of Students & Instructional Services in consultation with professional medical and legal advisors, shall make an assessment of the individual case and determine whether there is reason to exclude or restrict the individual from employment. Such information thus obtained shall not be disclosed except to report it to the president of the college for approval of the action taken.
5. If the college employee is a faculty member, the Dean of Students & Instructional Services and the appropriate division chairperson, in consultation with professional medical and legal advisors, shall make an assessment of the individual case in the same manner outlined for other college employees.
6. As required by law, information regarding confirmed cases of AIDS shall be disclosed to public health officials.
7. If the students, faculty members, or other college employees so desire, they may have physicians or attorneys of their own preference consult with the above-named college officers and with physicians and attorneys selected by the college in the case assessments.
8. These procedures shall be reviewed periodically by the appropriate college personnel appointed by the president of the college.

4.14. COMPUTER CRIME ACT

The provisions of the Alabama Computer Crime Act are applicable to Reid State Technical College. This act provides for criminal prosecution of any persons who knowingly, willingly, and without authorization destroy or manipulate intellectual property. The Act in its entirety is available in the office of the business manager.

4.15. HARASSMENT AND DISCRIMINATION

Introduction

The Alabama Community College System Board of Trustees is committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, disability, or any other protected class. Such harassment is a violation of the Alabama Community College System Board of Trustee Policies and Procedures. Any practice or behavior that constitutes harassment or discrimination shall not be tolerated on any campus or site, or in any division, or department by any employee, student, agent, or non-employee on any institution's property and while engaged in any institutionally sponsored activities.

It is within this commitment of providing a harassment-free environment and in keeping with the efforts to establish an employment and educational environment in which the dignity and worth of members of the

community are respected, that harassment of students and employees is unacceptable conduct and shall not be tolerated at any of the institutions that comprise The Alabama Community College System.

A nondiscriminatory environment is essential to the mission of The Alabama Community College System. An abusive environment inhibits, if not prevents, the harassed individual from performing responsibilities as student or employee and creates a hostile work environment. It is essential that institutions maintain an environment that affords equal protection against discrimination, including sexual harassment. The institutions of The Alabama Community College System shall take all the necessary steps to ensure that harassment, in any form, does not occur. Employees and students who are found in violation of this policy shall be disciplined as deemed appropriate by the investigating authority as to the severity of the offense with final approval from the President.

Employees and students of The Alabama Community College System shall strive to promote an environment that fosters personal integrity where the worth and dignity of each human being is realized, where democratic principles are promoted, and where efforts are made to assist colleagues and students to realize their full potential as worthy and effective members of society. Administrators, professional staff, faculty, and support staff shall adhere to the highest ethical standards to ensure professionally functioning institutions and to guarantee equal educational opportunities for all students.

For these purposes, the term “harassment” includes, but is not necessarily limited to: Slurs, jokes, or other verbal, graphic, or physical conduct relating to an individual’s race, color, gender, religion, national origin, age, disability, or any other protected class. Harassment also includes unwelcome sexual advances, requests for sexual favors, and other verbal, graphic, or physical contact if perceived as such by the recipient. Any contact solicited during non-traditional business hours may be perceived as harassment by recipient unless it is specifically associated with work related duties.

Harassment of employees or students by non-employees is also a violation of this policy. Any employee or student who becomes aware of any such harassment shall report the incident(s) to the appropriate institution official. Failure to act, which includes initial investigation, shall be deemed in direct violation of this policy.

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex or the same sex, and occurs when such behavior constitutes unwelcome sexual advances, unwelcome requests for sexual favors, or other unwelcome verbal or physical conduct of a sexual nature, when perceived by the recipient that:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment or educational opportunities;
- Submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting that individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual’s work or academic performance, or creates an intimidating, hostile, or offensive work or educational environment.
- Any incident or harassment shall be reported to the grievance officer as promptly as possible after the harassment occurs.

The employees of the institutions within The Alabama Community College System determine the ethical and moral tone for these institutions through both their personal conduct and their job performance. Therefore, each employee must be dedicated to the ideals of honor and integrity in all public and personal relationships. Relationships between institution personnel of different ranks, including that of instructors and students, which involve partiality, preferential treatment, or the improper use of position shall be

avoided. Further, such relationships may have the effect of undermining the atmosphere of trust on which the educational process depends. Implicit in the idea of professionalism is the recognition by those in positions of authority that in their relationships with students or employees there is always an element of power. It is incumbent on those with authority not to abuse the power with which they are entrusted.

All personnel shall be aware that any romantic relationship (consensual or otherwise) or any otherwise inappropriate involvement with another employee or student makes them liable for formal action against them if a complaint is initiated by the aggrieved party in the relationship. Even when both parties have consented to the development of such a relationship, it is the supervisor in a supervisor-employee relationship, the faculty member in a faculty-student relationship, or the employee in an employee-student relationship who shall be held accountable for unprofessional behavior.

This policy encourages faculty, students, and employees who believe that they have been the victims of harassment to contact the grievance officer or other appropriate official at the institution where the alleged incident occurred. Any reprisals shall be reported immediately to the grievance officer or other appropriate official.

This policy shall be distributed, communicated and implemented in a manner which provides all interested parties the opportunity to be informed of this policy. A system-wide educational program shall be utilized to assist all members of the community to understand, prevent and combat harassment.

A harassment educational program may consist of seminars, workshops, videos, and/or printed materials. The educational elements of this policy seek to achieve the following goals through dissemination of this policy and providing a training program by: (1) ensuring that all administrators, faculty, students, and all employees are made aware of their rights concerning sexual harassment; (2) notifying individuals of conduct that is prohibited; (3) informing administrators and supervisors about the proper procedures in addressing complaints. This program must be administered annually and approved by Department of Postsecondary Education.

The Chancellor will issue guidelines to ensure the adherence to, implementation of, and enforcement of this policy.

Definition of Harassment

Sexual harassment is a form of sex discrimination which is illegal under Title VII of the Civil Rights Act of 1964 for employees and under Title IX of the Education Amendments of 1972 for students. Sexual harassment does not refer to occasional compliments; it refers to behavior of a sexual nature which interferes with the work or education of its victims and their co-workers or fellow students. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite sex.

Sexual harassment can be verbal, visual, or physical. It can be overt, as in the suggestions that a person could get a higher grade or a raise by submission to sexual advances. The suggestion or advance need not be direct or explicit; it can be implied from the conduct, circumstances, and relationship of the individuals involved. Sexual harassment can also consist of persistent, unwanted attempts to change a professional or educational relationship to a personal one. Sexual harassment is distinguished from consenting or welcome sexual relationships by the introduction of the elements of coercion; threat; unwelcome sexual advances; unwelcome requests for sexual favors; other unwelcome sexually explicit or suggestively written, verbal, or visual material; or unwelcome physical conduct of a sexual nature.

Examples of verbal or physical conduct prohibited within the definition of sexual harassment include, but are not limited to:

1. Physical assault;
2. Direct or implied threats that submission to or rejection of requests for sexual favors will affect a term, condition, or privilege of employment or a student's academic status;
3. Direct propositions of a sexual activity;

4. Subtle pressure for sexual activity;
5. Repeated conduct intended to cause discomfort or humiliation, or both, that includes one or more of the following: (i) comments of a sexual nature or (ii) sexually explicit statements, questions, jokes, or anecdotes;
6. Repeated conduct that would cause discomfort and/or humiliate a reasonable person at whom the conduct was directed, including one or more of the following: (i) touching, patting, pinching, hugging, or brushing against another's body; (ii) commentary of a sexual nature about an individual's body or clothing; or (iii) remarks about sexual activity or speculations about previous sexual experience(s);
7. Intimidating or demeaning comments to persons of a particular sex, whether sexual or not;
8. Displaying objects or pictures which are sexual in nature and that would create a hostile or offensive employment or educational environment and serve no educational purpose related to the subject matter being addressed.

RESOLUTION OF HARASSMENT AND DISCRIMINATION COMPLAINTS

Procedures for Reporting Complaints

1. Any member of the College community who believes that he or she has been the victim of sexual harassment or illegal discrimination may bring the matter to the attention of any academic or administrative officer, vice president, dean, associate dean, director, supervisor, or advisor. When a complaint has been reported to any of these individuals, the recipient of the complaint will forward the complaint to the designated administrator, who shall be designated by the President to coordinate the investigation of such complaints. The President and the Executive Director for Legal and Human Resources of the Alabama Community College System shall be promptly notified of the complaint.
2. The complainant should present the complaint as promptly as possible after the alleged sexual harassment or discrimination occurs. The complainant should submit a written statement of the allegations. Retaliation against a student or employee for bringing a sexual harassment or discrimination complaint is prohibited. Retaliation is itself a violation of this policy and may be grounds for disciplinary action.
3. It is the intention of this policy to resolve complaints of sexual harassment and illegal discrimination as quickly as possible. Except in extraordinary cases, all complaints will be investigated and resolved within forty-five (45) days of receipt. Every possible effort shall be made to ensure confidentiality of information received as part of the investigation. Complaints will be handled on a need to know basis, with a view toward protecting the interests of both parties.
4. The investigation record shall consist of formal and informal statements from the alleged victim, the alleged offender, witnesses, and others deemed by the investigator to have pertinent knowledge of the facts involved in the complaint. The investigation will afford the accused a full opportunity to respond to the allegations. If the results of the investigation and informal resolution of the complaint are accepted by the alleged victim and he or she desires no further action against the alleged harasser, the complainant will sign a statement requesting that no further action be taken.

Formal Action

1. If the complaint cannot be resolved on an informal basis, the complainant may file a formal complaint. Each complainant has the right to proceed with or withdraw from the formal complaint procedure once it has been submitted. The issues involved in the complaint should not be changed once the charge has been made. However, administrative procedures may be revised to accommodate issues arising during the investigation which were not known to the complainant or the institution when the initial complaint was filed.

2. Complaints against students will be handled according to usual and customary student discipline procedures in effect at the institution.
3. In the event of complaints against employees, the appropriate administrator will notify the accused in writing of the complainant's decision to take formal action. Formal action will consist of the Title IX procedures as set forth below.
 - A. The original and two copies of the appropriate form must be filed with the appropriate administrator (depending on the complainant's work area assignment) within 30 calendar days following the date of alleged violation(s) of the Title IX regulation. Personnel whose work assignment is outside the authority of the above-named administrator should file a form with the IX Coordinator. The alleged violation(s) must be clearly and specifically stated. Complainant is advised to keep a copy of all forms.
 - B. The IX Coordinator will immediately notify the President of receipt of the Grievance form. The IX Coordinator or her/his designee will have 30 calendar days following date of receipt of the Grievance form to investigate, study complainant's allegations, hold a formal hearing, and make a written report of findings to complainant. A copy of the grievance form must be provided to the President. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
 - C. Complainant must, within 15 calendar days following receipt of the IX Coordinator's (or designee's) report, file with the President a written notice of acceptance or appeal of the report. If a notice of appeal is filed, an *appeal* form must be used. Complainant must state clearly and specifically on the *appeal* form the objections to the findings and/or decision of the IX Coordinator. Copies of the *appeal* form must be provided to the President. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the IX Coordinator's report, the right to further appeal will be forfeited.
 - D. The President will have 30 calendar days following date of receipt of complainant's notice of appeal to investigate and study complainant's allegations and the report of the IX Coordinator and make a written report of findings to the complainant. The grievance form must be used for the report. Copies of the appeal form must be provided to the Chancellor. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.
 - E. Complainant must, within 15 calendar days following receipt of President's report, file with the President a written notice of acceptance or appeal of the report. If notice of appeal is filed, an appeal form must be used. Complainant must state clearly and specifically on the form the objections to the findings and/or decisions of the President. Copies of the form must be provided to the Chancellor. If complainant fails to file notice of appeal by the end of the 15th calendar day following receipt of the President's report, the right to further appeal will be forfeited.
 - F. The Chancellor will have 30 calendar days following the date of receipt of complainant's notice of appeal to investigate, study complainant's allegations and the report of the President, hold a formal hearing, and make a written report of findings to the complainant. Copies of the form must be provided to the IX Coordinator. Complainant's copy must be mailed to his/her home address by certified mail, return receipt requested.

NOTE: If the last day for filing notice of appeals falls on either Saturday, Sunday, or a legal holiday, complainant will have until the close of the first working day following the 15th calendar day to file.

NOTE: It is the intent of the Policy to provide for a prompt and thorough investigation of any complaints. The time limits set forth within these guidelines are subject to change as needed

to ensure satisfactory conclusion of the investigation.

4.16. STUDENT RIGHT-TO-KNOW AND CAMPUS SECURITY ACT OF 1990

The Student Right-to-Know and Campus Security Act of 1990 requires all postsecondary institutions participating in Federal Student Aid Programs to disclose campus security policies and certain crime statistics.

Reid State publishes an annual disclosure report to faculty, staff, and students to comply with the provisions of the law.

5. BUDGETING AND PURCHASING POLICIES AND PROCEDURES

5.1 BUDGETING POLICY AND PROCEDURES

The annual budget of Reid State Technical College is adopted for the fiscal year beginning October 1 and ending September 30. General budgeting guidelines, budget request forms, unit planning forms, and due date information is provided to each college division by a member of the budget hearing committee. The budget hearing committee meets in April of each year to review all requests for the upcoming year.

The responsibility for estimating revenues for the budget is assumed by the Interim President/Business Manager. Estimates of the expenditures are taken from the requests of each division of the college as presented to the budget hearing committee including consideration for elements included in the Strategic Plan. The total requests for expenditures are compared with the estimated revenues of the college. When necessary, budget committee members make recommendations to the committee and if agreed, budget requests will be revised to attempt to balance the budget. If necessary, the Interim President/Business Manager decides what additional revisions should be made to balance the budgeted expenditures with expected revenues.

Budget control reports are distributed to division chairs/supervisors or deans periodically or as requested through-out the semester. Each division is expected to operate within their approved budget and should not exceed the approved line item amounts with the exception of special circumstances. Line item amendments may be submitted by the appropriate dean or division chairs/supervisors to the Business Office throughout the fiscal year.

5.2 PURCHASING

The basic objective of the college's purchasing policies and procedures is to identify, select, and acquire needed materials and services as economically as possible within accepted standards of quality and service and at the time items of service are needed. Purchasing is a joint responsibility of the purchasing department and the college Business Office. The policies and procedures in this manual are consistent with the laws and policies of Alabama with regard to purchasing.

Centralized purchasing procedures are utilized by Reid State Technical College. No individual member of the staff, faculty, or student body may place any order to any supplier for supplies, equipment, or services (verbally or otherwise) without prior approval of the Interim President/Business Manager and/or Fiscal Office Accountant. This restriction is not intended to disallow one from requesting preliminary quotes for estimated costs, availability, delivery dates, or information pertaining to quality and quantity. In fact, this procedure is encouraged. However, no commitment or firm order can be placed without approval of the Business Office.

At Reid State Technical College, all purchasing actions are processed by the Business Office. Since centralized purchasing is practiced at the College, any action which encumbers or commits college funds for any supplies, materials, goods or services requires the processing of a purchase order approved by the Business Office.

Purchasing policies and procedures will be reviewed and updated periodically by the Business Office. Revisions will be distributed to all manual holders to update their copies. Any suggestions or comments pertaining to purchasing should be addressed to the Interim President/Business Manager.

Purchase Orders

Purchase order forms are available in the Business Office. A complete, properly executed requisition is required before a purchase order can be issued. A purchase requisition with proper approval signatures authorizes one to place the order and the Business Office to expend funds against a department's budget for capital equipment, supplies, services, etc.

The following applies to all requisitions:

- a. Prepare the requisition in a clear, legible manner.
- b. Provide an adequate description of the material or services required, indicating quantity, size, color, and catalog preference and any other pertinent data needed to properly identify the item to be purchased.
- c. Recommend a source of supply (vendor). The Business Office has the responsibility to order from the most economical source offering the quality, the delivery, and service required by the college.
- d. Indicate "delivery date" as a specific date, not "ASAP" or "Immediate" or "Rush."
- e. The signatures of the following persons are required on the requisition: the person initiating it, the division chair or appropriate dean, fiscal office accountant, and/or interim president/business manager.
- f. Separate requisitions should be used for different vendors.
- g. Submit your requisition in sufficient time to allow the Business Office to place your order and for the vendor to deliver the item to meet your required delivery date.
- h. After verifying the availability of funds in a department's budget to cover the proposed purchase and obtaining approval, the Business Office will issue the purchase order. The time required for processing a purchase order will vary depending upon the nature of the purchase. All items costing in excess of \$15,000 must be bid. Bid procedures may be used to obtain the best price even though the projected cost is less than \$15,000. Processing of most bids requires at least seven to 21 days. Quotation requests are used in the purchase of most items. An Invitation to Bid form is located in Appendix 11.
- i. All personal property acquisitions estimated to exceed \$500,000 shall be submitted to the Alabama Community College System Board of Trustees for approval. The Chancellor shall prescribe the format for submittal by the colleges.

It shall be a breach of ethical standards for any employee of a company who is involved in purchasing to become or be, while employed, involved in awarding or contracting with the particular governmental body in which the employee is employed.

Institutions under the direction and control of the Alabama Community College System Board of Trustees must make every effort to afford equal access and opportunities to minority professionals and businesses. The Chancellor shall issue guidelines and a reporting format to address and document such efforts (Board Policy 309.01).

A properly executed purchase order, once accepted, constitutes a binding contract on the part of both the college and the vendor.

Emergency Purchases

Persons who must make unanticipated purchases due to emergencies or other unforeseen circumstances will be required to follow the same procedure outlined in Purchase Orders.

The purchase order will be marked "Emergency Purchase", and once approved by the Division Chair, it will be submitted for immediate approval to the appropriate dean. Subsequent ordering of the required equipment or supplies will be expedited by the Business Office, and overnight mail or rush shipment will be requested where financially feasible.

Bookstore Purchases

Employees may purchase daily office supplies as needed from the bookstore in the amount of \$10 or less. Items to be purchased from the bookstore exceeding \$10 require the use of the purchase order process. Charges are made to division budget accounts and signatures of acceptance are required.

State Contract Purchases

State laws make it possible for the college to procure materials, supplies, or equipment through State Purchasing. When State contracts are used, it is not necessary for the Business Office to obtain sealed bids.

Purchase orders should contain the State contract number, the name of the vendor who holds the contract, and other pertinent data. By this method, the college can purchase items at the same prices and terms available to other State departments.

To determine if a particular item can be purchased under State contract, a department should:

- a. Call the Business Office to determine if an item is available through State Purchasing;
- b. If it is a State contracted item, the Business Office will supply the name of the vendor from whom it can be purchased;
- c. To purchase the item, a purchase requisition will then be completed by the department and forwarded to the Business Office. The State contract number is to be clearly indicated on the requisition. The purchase order will then be processed and issued.

Receipt of Order

Whenever possible, shipments will be received by the Business Office Consultant and forwarded to the requisitioner.

- a. The requisitioner or other designated department employee must sign the shipping order and/or invoice verifying that delivery was made to the department.
- b. The requisitioner is to inspect the shipment to verify that it is complete and no damage or errors exist.
- c. If the order is complete and acceptable, the requisitioner should sign the invoice and/or shipping order and forward it to the Business Office. Since the signed department copy of the purchase order and invoice is required for the payment

process, employees are asked to process this copy promptly to facilitate payment to vendors.

- d. If the order is incomplete or unacceptable (partial order, damaged, short quantity, etc.), the requisitioner is to notify the Business Office Consultant immediately so that the appropriate action can be initiated with the vendor. Inquiries regarding the status of purchase orders should be directed to the Business Office Consultant.
- e. Invoices for items are retained for payment in the Business Office. Any invoices that go directly to a division or department should be sent promptly to the Business Office. The requisitioner will be notified by the Business Office when an invoice is received.

Property Accountability

All Reid State Technical College equipment has an inventory number and should not be moved without completing a request for transfer/loan of equipment form. No college equipment can be removed from the college campus. No equipment belonging to the college is to be used for personal use. Each employee assigned equipment or other property owned by the college is personally responsible for safeguarding these assets and for proper accountability of these items. Property transfer forms are located in Appendix 12.

Inventory Control Policy

This policy pertains to all institutional equipment inventory items. For purposes of this policy, equipment for inventory purposes (hereinafter referred to as “inventory items”) shall be defined as any item with a value of more than \$5,000 and having a useful life of more than one (1) year. Also, a list of equipment items purchased having a value of greater than \$500 but less than \$5,000 and deemed to be significant is maintained in the College Business Office.

New Inventory Item(s)

- a. When a new inventory item is purchased, the following shall be completed:
- b. When an invoice is received for inventory item(s), the invoice will be stamped with the serial number, inventory number, date, and initialed by the business office consultant. This information will be completed no later than 30 days from receipt of invoice.
- c. New inventory item(s) will be assigned pre-numbered tags by the business office consultant within 30 days from receipt of item(s).
- d. The employee who initially received and/or assigned the inventory item(s) will be responsible for the item(s) until the item(s) is transferred or released in accordance with the provisions of this policy.

Departmental Transfer

Transfer of inventory item(s) will be the responsibility of the transferor who is transferring the item(s) to the transferee. The transferor must complete a Department Transfer/Loan Form and submit it to the Business Office for prior approval before transfer can take place.

Stolen or Lost Inventory Item(s)

Stolen or lost inventory item(s) should be reported to the business office as soon as it becomes known. The item’s disappearance should be documented by completing the Lost or Stolen Equipment Form and an incident report (which is prepared by campus security)

should be completed and submitted to the Business Office. The Business Office will be responsible for reporting lost/stolen equipment to the local police.

Inactive Inventory Item(s)/Transfer to Warehouse

Transfer of inventory item(s) which are inactive should be requested by completing the Inactive Equipment/Transfer to Warehouse Form and submitting it to the Business Office for approval. Notification will be issued within 30 days. All items transferred to the warehouse shall be tagged for said move to assist with equipment trades and sale.

Physical Inventory Control Count

A physical inventory control count will be conducted twice each fiscal year: (1) by the end of February, and (2) the end of August. Each department will be given a five (5) day notice before inventory count.

The business office consultant will be responsible for conducting said physical inventories.

6. TRAVEL POLICIES AND PROCEDURES

6.1 TRAVEL APPROVAL

All travel requires the submission of a travel requisition through the appropriate division chairperson and dean. Travel financed by federal funds also requires the approval of the appropriate director. Please allow one week for processing of in-state travel requisition forms and four weeks for out-of-state forms.

The Alabama Community College System Board of Trustees authorizes presidents to approve in-state and out-of-state travel for college employees or students traveling on college-related activities.

The approved Travel Requisition form is returned to the person requesting the travel if request for travel is denied. Approved travel requisition forms are maintained in the Business Office, attached to the Official Statement of Travel form and submitted to the accounts payable department for processing. The Travel Requisition forms and the Statement of Travel forms may be obtained from the College website. Sample forms are included in Appendix 13.

6.2 IN-STATE TRAVEL

Policies governing in-state travel when attending a dues-paying event are as follows:

- a. In-state travel per diem expenses to attend a dues-paying event which requires overnight travel will now be reimbursed for actual and necessary expenses in addition to the actual expenses for transportation.
- b. This includes travel for purposes of attending or assisting in hosting a convention, conference, seminar, or other meeting of which the institution or individual is a dues-paying member.
- c. In-state travel authorized under this section is subject to the same documentation requirements as out-of-state travel. Persons will be required to obtain authority from the President to travel.
- d. Institutions **may** elect to prepay travel expenses for persons traveling in service of the state.
- e. If a supplement is provided to offset travel costs, you must reduce your travel expenses by the amount of the supplement, as only actual and necessary expenses are allowable.
- f. Any miscellaneous costs claimed must be documented by a ticket or receipt.
- g. Registration fees may be paid in advance through the purchase order process.

Policies governing in-state travel when attending a non-dues-paying event are as follows:

- a. Reimbursement at the same rate utilized by the federal government will be made to employees traveling by private car at state expense.
- b. A traveler shall be paid \$75.00 per day, or a fraction thereof, for a trip requiring an overnight stay.
- c. A traveler shall be paid \$30.00 (\$11.25 meal allowance + \$18.75, ¼ of the per diem allowance) for a trip that exceeds twelve hours' duration but does not require an overnight stay.
- d. A traveler shall be paid a meal allowance of \$11.25 for a trip of six to twelve hours' duration.
- e. Any miscellaneous costs claimed must be documented by a ticket or receipt.
- f. Registration fees may be paid in advance through the purchase order process.

6.3 OUT-OF-STATE TRAVEL

Travel required for employees to out-of-state locations shall be reimbursed at actual expense for reasonable and necessary charges incurred by the employee.

- a. Documentation of charges will be required for lodging, transportation, private car mileage and other essential items such as garage and parking fees and tips.
- b. For meals, the employee is required to present itemized meal receipts, including tips, for actual charges incurred.
- c. The request for out-of-state travel approval should be submitted at least two months prior to the date of the meeting. The approved travel form and information pertaining to the out-of-state travel should be submitted immediately to the Fiscal Office Accountant and is forwarded to the Director of Human Resources who prepares an out-of-state travel form to submit to Alabama Community College System to inform the Alabama Community College System Board of Trustees of out-of-state travel that has been approved at Reid State Technical College.
- d. A copy of the travel requisition form is submitted to the Interim President/Business Manager and/or Fiscal Office Accountant for approval. A copy of the form with the Interim President/Business Manager and/or Fiscal Office Accountant's approval is maintained on file in the business office. No out-of-state travel should be made prior to approval of this form.

6.4 PROCEDURES FOR TRAVEL FOR FACULTY PROFESSIONAL DEVELOPMENT

To request travel for faculty professional development, one should:

- a. Review one's professional development budget to ensure adequate funds are available.
- b. Request professional development leave by completing the form entitled Professional Development Leave Request at least ten days prior to the anticipated dates.
- c. Develop and attach a detailed plan for covering one's classes while away.
- d. Complete the In-State or Out-of-State Travel Request.
- e. Submit packet containing these three items to the appropriate Division Chair who will forward it to the Dean of Students & Instructional Services.

Once travel is completed, to request reimbursement one must:

- f. Complete the Statement of Official Travel to request reimbursement. The travel reimbursement form should be detailed and signed by the appropriate Division Chair who will present it to the Dean of Students & Instructional Services.

- g. Attach a copy of meeting agenda or registration information and approved travel request form.

7. COMPUTING POLICY

7.1 NETWORK COMPUTERS

- a. responsibility of the user, and must be kept private.
- b. The Director of Computer Services must receive notice from the appropriate supervisor/dean when a user is no longer employed in an administrative office so that their ID can be immediately removed from the computer system to prevent unauthorized access.
- c. The college reserves the right to deny any user access to the system at any time, with or without prior notice.
- d. User names are created by the Director of Computer Services.
- e. The instructors submit the student's names after they are financially cleared. After students have cleared all charges, the AS400 generates the student's ID and password for them for them to check their grades.
- f. After the user names are created, students are able to set their own passwords.
- g. After graduation, their user names are disabled by the Director of Computer Services.

Orientation/Training

All new users will undergo an orientation session by the appropriate supervisor, Director of Computer/Networking before being allowed access to the system.

Passwords and Security

Passwords

- a. All passwords are valid for three months. Employees must create a new password every three months.
- b. Passwords have a maximum of five characters.
- c. Passwords must be guarded. If users suspect that their passwords have been compromised, they should request a change immediately from the Director of Computer Services.
- d. The college reserves the right to add further restrictions to password selection after proper notice has been given.

Security

- a. All users must return to the menu when they are not actively using their terminal. If they leave their workstation, they should sign off the terminal.
- b. Users are not allowed to let anyone else work under their personal ID.
- c. The college reserves the right to cancel any user job at any time without prior notice.

Information Privacy

- a. All users must be conscious of what is displayed on their screen at all times; it could be sensitive information. The Family Education Rights and Privacy Act of 1974 applies not only to written information, but also to information displayed on computer terminals. Those persons and offices dealing with sensitive information should not leave such information displayed on their screens. See the Student Records Policy contained in the Reid State Student Handbook for more information.
- b. Equipment should be located, as much as possible, in such a manner as to help ensure the privacy of the information being displayed on the screen.
- c. Printouts containing sensitive information must not be left in open areas.
- d. Any paperwork, including printouts, that do not need to become part of the student's permanent record should be discarded or destroyed in a timely manner.

Threatening Weather

- a. All users should be aware of the weather at all times. When threatening weather approaches, the terminals and/or PCs that are connected to the mainframe should not be used except in the case of an emergency.
- b. The mainframe will be shut down during threatening weather.

Data Backups

Data Backups are to be performed on a daily basis and backup tapes are to be rotated to ensure minimal loss of data in the event of a disaster.

The system will not be available from 7 p.m. until 9:00 p.m. each night in order to perform data and system backups. A manual full backup is completed once a week on Thursday evenings.

Software Problems/Requests

- a. If any software problems/bugs are encountered, document as thoroughly as possible what transpired prior to the problem occurring. If an error message is displayed on screen, call the Computer Technician immediately while it is still displayed, who will then set a schedule for assistance.
- b. Requests for enhancements to existing software should be made in writing, and detailed specifically. This request must be approved by the appropriate dean, and will be forwarded to the programmer for review of possible implementation. Reid State is part of a computer consortium, and many changes must be approved by the consortium members.

8. STUDENT SERVICES

Under the policies of the Alabama Community College System Board of Trustees, the College is obligated to provide a comprehensive student services program to assist students throughout their academic careers. To that end, the Student Services division of the college provides support and assistance for an effective student services program.

8.1 COUNSELING

Counselors and faculty advisors provide academic information to students. The counselors assist students in making intelligent decisions with respect to their career, educational, and personal/social plans. As a part of this assistance, the counselor provides appropriate tests, inventories, occupational and educational information. Should a student's personal problem require assistance above and beyond that which the counselor prepares to adequately address, the student will be referred to an appropriate professional. All sessions with a counselor or advisor are matters of strict confidence.

Pre-College Counseling

During pre-college counseling sessions, students are given placement tests and familiarized with the orientation program, given a tour of campus facilities, and receive admissions, registration, and financial aid information.

Academic Advising

Academic Advising

Each semester, degree plans are distributed to all advisors that list courses taken at Reid State toward the student's major as well as any transfer courses and courses outside the major. This listing is to be reviewed with the student by the advisor each term.

Faculty Advisors

A faculty member is designated as a student advisor to provide educational guidance in the student's field of specialization. The faculty advisor assists the student in arranging his or her class schedule and may be helpful in providing information about the knowledge and job skills required, as well as information about job opportunities in the student's career field. Advisors are also responsible for making appropriate referrals to the college counselor.

Faculty should consider these duties essential and work closely with the Dean of Students & Instructional Services office and the Registrar office to make sure that every student is properly advised and assisted.

8.2 TESTING

Placement Testing

All entering freshmen at Reid State are required to take the ACCUPLACER placement test to be used for advisement in placing students in appropriate courses and curricula. This test is administered in areas of writing, reading, and mathematics.

General Educational Development Testing

Reid State Technical College has been designated by the State Department of Education as a test center for the General Educational Development Test (GED). The GED certificate is used as the basis for granting the State certificate of high school equivalency issued by the State Department of Education. The high school equivalency certificate is designed to benefit veterans, service personnel, and adults over 18 years of age who do not complete high school. Most colleges, employers, training agencies, and state and federal civil services accept the certificate in lieu of a high school diploma.

To be eligible for the certificate, a person must (1) be 18 years of age; (2) make an acceptable score on the GED test; and (3) be a resident of Alabama. A person may take the test at age 17 if he

or she has been out of school for at least a year and has the recommendation of the principal of the last high school attended. Persons may take the GED test regardless of the amount of previous education.

8.3 FINANCIAL AID

Through institutional and federally subsidized assistance programs, Reid State Technical College provides financial aid to students of academic promise and financial need. Part-time employment, scholarships, and grants make possible a college education to those who otherwise would be unable to attend.

It is the official policy of the Alabama Community College System and Reid State Technical College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any of the programs of financial assistance.

Specific regulations on financial aid are detailed in the Reid State College Catalog and Student Handbook. Faculty, staff, and students should consult the Financial Aid Officer on all financial aid matters.

Standards of Progress

Students receiving financial aid at Reid State will be expected to meet academic standards of progress while pursuing a course of study. These standards are included in the College Catalog.

Veterans Affairs

The college's Veterans Affairs officer counsels veterans, monitors their programs of study, and supervises the payment of veterans' educational benefits.

8.4 ADMISSIONS

Admission

Current admissions policies are set forth in detail in Section 801 of the ACCS Policy Manual and also appear in the College Catalog. These policies are based on the assumptions implicit in the general admissions policy of the State Board of Education. The admissions policy provides that any person who has a high school diploma or the equivalent and is able to benefit from a program at the college may be admitted to the college as a student when certain required items have been received by the Admissions Office. The college reserves the right to evaluate special cases and to refuse admission to applicants when considered advisable in the best interest of the college. In addition to the general admission requirements, specific requirements for each curriculum are prescribed in the College Catalog. Persons applying to enter one of the associate degree programs must be high school graduates or the equivalent.

Classification of Students

Students are classified according to their educational goals, the time devoted to their education, and the number of credits completed.

Full-time student

A student will be considered a full-time student if he or she is carrying 12 or more credit hours of full-time work.

Part-time student

A student will be considered a part-time student if he or she is carrying fewer than 12 credit hours of course work.

Program Classification

Students are also classified according to general program categories.

8.5 PRIVACY OF STUDENT INFORMATION

Reid State Technical College maintains information about students which facilitates educational development of the student and effective administration of the college. In order to guarantee the rights of privacy and access as provided by the Family Educational Rights and Privacy Act of 1974, Reid State Technical College has formulated the following policies and procedures:

General Policy

No information from records, files, or data directly related to a student, other than public information defined below, shall be disclosed to individuals or agencies outside the college without the written consent of the student, except pursuant to a lawful subpoena or court order, or except in the case of educational or government officials as provided by the law. Information contained in such records may be shared within the college.

Students shall have access to all such information with the exceptions set out below in accordance with the procedure outlined within this policy statement.

Definition of Student

For the purposes of this policy, a “student” is defined as “any individual currently or previously enrolled in any course(s) offered by Reid State Technical College.”

Definition of Educational Records

Students’ educational records are defined as those records, files, documents, and other materials which contain information directly related to a student and are maintained by the college or by a person acting for the college. Specifically excluded from the definition of “educational records” and not open to students’ inspection are the following materials:

- a. Records of instructional, supervisory, and administrative personnel which are in the sole possession of the maker and accessible only to the maker or a designated assistant to the maker;
- b. Records of campus security, except in those instances where they have been transmitted within the college for administrative purposes;
- c. Records which are created or maintained by a physician, professional, or paraprofessional acting in a professional or paraprofessional capacity or assisting in that capacity and which are created, maintained, or used only in connection with the provision of treatment to the student and are not available to anyone other than persons providing such treatment or who could not be involved officially within the college, but such records are available to a physician or appropriate professional of the student’s choice, if requested.

Public Information

The following is a list of information which may be made available by the college without prior consent of the student and is considered part of the public record of the student’s attendance:

- a. Student’s name
- b. Student’s address (local and permanent)

- c. Student's telephone number
- d. Date and place of birth of student
- e. Major field of study
- f. Student's participation in officially recognized activities, clubs, and organizations
- g. Dates of attendance of the student
- h. Degrees and awards received by the student
- i. The institutions previously attended by the student

Location of and Individuals Responsible for Student Records

The college has designated the following officials as being responsible for student records within their respective areas:

Dean of Students & Instructional Services

The Dean of Students & Instructional Services has the overall responsibility of ensuring that each student entering Reid State Technical College has an adequate record system, maintained, kept up to date, and controlled by all provisions as set forth in this policy and governed by Public Law 93-380.

Registrar

The Registrar will ensure that all students, upon acceptance to the institution, have an individual student record file containing all admissions criteria. The Registrar is further charged with the responsibility of continuously maintaining all student files in a safe and orderly manner, updating all records needed on the individual student, and updating and maintaining an adequate backup system for all student records. The Registrar will ensure that all provisions of this policy are met concerning the release of public information, and the release of information to students; institutional instructors, counselors, advisors, administrators; and local, state, and national organizations and agencies. The student files are maintained in the Registrar's Office.

Financial Aid Officer

The Financial Aid Officer has the responsibility of maintaining an adequate and up-to-date student record file on all students receiving any institutional, local, state, or federal financial assistance. The Financial Aid Officer will see that all provisions of this policy concerning individual student records are carried out properly.

Business Manager

The Business Manager will have the responsibility of ensuring that all provisions as set forth in this policy are applied to the release of financial information concerning individual students.

Disclosure of Student Records to Students

The student is afforded the right to inspect, in the presence of the appropriate records official as stated in the previous section of this policy statement, records, files, and data primarily and directly related to the student. In order to inspect one's file, the student should go to the office of the appropriate records official and initiate a written request. If the student cannot personally appear, the student must submit a notarized request to the appropriate records official. The request for inspection shall be granted within forty-five (45) days of the time of the receipt of the request by the college. If, in the opinion of the appropriate records official, inspection can reasonably be accomplished only by providing

copies of documents, such copies shall be made and provided to the student. The right of inspection does not include financial statements of parents, confidential recommendations placed in the file prior to January 1, 1975, and other confidential recommendations, access to which has been waived by the student.

Challenging the Contents of the Record

Reid State Technical College will respond to any reasonable request for an explanation or interpretation of any item in a student's file. Requests for such explanation or interpretation should be addressed in writing to the Dean of Students & Instructional Services.

- a. If, after inspecting a record, a student wishes to challenge any part of the file's content, a written request for a hearing should be addressed to the Dean of Students & Instructional Services who will set a date and time for a hearing within forty-five days of receiving the written request.
- b. The request for a hearing should identify the item or items in the file to be challenged and state the grounds for the challenge; e.g., inaccuracy, misleading nature, inappropriateness. The Dean of Students & Instructional Services, with the appropriate records official shall examine any documents or hear any testimony the student wishes to present. The Dean of Students & Instructional Services and the records official may decide that the item should be retained or that it should be deleted or altered. There may be a decision that the material is accurate and appropriate, but that the student should be allowed to place a written explanation on file. The Dean of Students & Instructional Services shall issue a written decision within ten (10) days of the conclusion of the hearing.

Waiver of Access

Reid State Technical College may request that a student waive the student's right to inspect confidential recommendations regarding that student's application for admission, application for employment, or the receipt of an honor or other recognition.

If a student receives a request for waiver, the student may sign and return the waiver, may request a list of the names of persons who will be asked for recommendations before signing, or may refuse to waive the right of access.

Such a waiver shall not be a condition for admission to the institution, financial aid assistance, or any other benefits received by Reid State Technical College students.

Providing Records to Third Parties

The general policy of Reid State Technical College is to refuse access to student records to third parties without the written consent of the individual student. Detailed information on conditions of the release of student records to third parties are located in the Reid State Technical College Student Handbook.

Changes in the Policy

This policy statement is subject to change by any additional federal regulations or court decisions that may modify and/or negate any portion of these regulations.

8.6 STUDENT POLICIES, PROCEDURES, AND REGULATIONS

Student Conduct

Policies concerning student conduct are located in the Reid State Technical College Student Handbook.

Freedom of Expression

The instructor in the classroom and in conference will encourage free discussion, inquiry, and expression where relevant and appropriate to the educational objectives of the course. Students' grades will not be influenced by opinions expressed in the classroom or outside of the classroom.

In the classroom, students are invited to express their views on matters pertaining to the subject matter. With the freedom of attending class comes the responsibility of being well informed of the required class material and content. All students have the right to question, through orderly procedures, academic evaluation. A student's grade will be based solely on academic achievement, unless otherwise specified by the instructor in writing at the first meeting.

College Catalog and Calendar

College personnel should carefully study the Reid State Technical College Catalog and the College calendar. College policies relating to students are outlined in these publications and to avoid duplication, most of them are not included in this manual.

Student Illness or Accident

If a student becomes ill or is injured (even slightly) on campus, college personnel should notify the Dean of Students & Instructional Services immediately.

Faculty Advisement of Students

Faculty members are expected to advise students on the academic requirements of Reid State Technical College. Each semester the Registrar will provide each advisor an advisor course listing/degree plan for each advisee. Faculty will be expected to assist their advisees in development of their semester schedule and to maintain this information as long as the student is their advisee. Each student has a degree plan that is available on the computer.

Admission of Students

The process of admitting new, transfer, and re-entering students is handled by the Admission Office in the Student Services Building, 400.

Student Records

A complete record on each student is available in the Registrar's Office.

Change of Course of Study

Faculty advisors should refer students who want to change their course of study to the Admission Office Student Services Building, 400.

Make Up Work and Change of Grade

Faculty Members should impress upon their students the necessity of completing course requirements on time. If, however, students are absent from a final exam or have not completed some other course requirement for a valid reason, the instructor should record their grade as "I" (incomplete). Students then have the responsibility of making arrangements for completing their work with the instructor within the next semester. If the grade of "I" is not cleared, a grade of "F" will be assigned.

An instructor may change a student's grade for either of two reasons:

- a. The instructor made a mathematical or clerical error in the initial grade report;
- b. The instructor reported a grade of “I,” and the student later completed the course requirements.

Field Trips

Field trips may be taken at the discretion of the instructor as long as the field trip is approved by the Division Chair and Dean of Students & Instructional Services and is confined to a laboratory or class period and does not require students to be absent from classes. All students participating in field trips must sign a release of liability in order to participate.

Excusing Students From Class

Any instructor who desires to have students excused from classes to attend a specific function must submit to the Dean the pertinent information two days in advance. If the trip is approved, the Dean will notify all instructors involved. Students so excused are responsible for all work missed, but they are not to be counted as absent or penalized in any way for their absence.

Announcements, Sales, and/or Distribution Activities on Campus or Under College Sponsorship

Any organization or group on campus must secure the approval of the Dean of Students & Instructional Services before committing itself in a commercial venture.

Computer/Internet Use

All students and personnel at Reid State Technical College are encouraged to utilize the computer labs for e-mail and Internet access. Every student and college employee will be issued a computer password and Internet Use Agreement. Students or Employee's who violate the Acceptable Use Policy will be subject to disciplinary action. The Internet Use Agreement is found at Appendix 15.

9. SOCIAL AND CULTURAL OPPORTUNITIES

FORUM

Every faculty member is required to attend Forum.

EMPLOYEE/DEPENDENT TUITION WAIVER

Employee tuition waiver forms may be obtained from the Financial Aid Office in the Student Services Building. A sample form is included in Appendix 16.

10. FACILITIES AND SERVICES

LIBRARY AND TECHNOLOGY CENTER

The mission of the Library and Technology Center is to provide the information resources and research services necessary to advance and support the educational and cultural needs of the students, faculty and staff.

STUDENT CENTER

The Student Center includes tables, chairs, and snack machines for students and employee use and comfort.

BOOKSTORE

The bookstore is located in Building 300. It is owned by the college. The bookstore is open the first week of each semester Monday through Thursday, 8:00 a.m. to 3:30 p.m. and nights as posted. After the first week of classes the bookstore normal operating hours are Tuesday and Thursday, 8:00 a.m. to 11:00 a.m. The bookstore carries textbooks, supplies, college wear, and many other items.

INSTRUCTOR'S TEXTBOOKS

An instructor may request complimentary copies of texts from the publishers. College stationary should be used and a college return address should be provided.

ANNOUNCEMENTS

Announcements are posted on bulletin boards, (e-mail) intranet, in school publications, in the semester calendar of events, and in memoranda.

KEYS

Office keys are issued through the Business Office. No one is permitted to swap keys or to have duplicate keys made. All changes regarding keys should be handled through the Business Office.

OFFICE SUPPLIES

Office supplies may be obtained from the bookstore or with a purchase requisition.

MAINTENANCE SERVICES

Maintenance of offices, buildings, or equipment may be obtained by completing a work order or Maintenance Referral Form and forwarding it to the Business Office. Maintenance forms are available from the Business Office. A sample is included in Appendix 11.

USE OF COLLEGE FACILITIES

Facilities and equipment of the college are provided for the purpose of supporting the educational programs and services approved for the college by the Alabama Community College System. The primary consideration in determining use of college facilities by outside groups is whether or not the proposed activity is in keeping with the mission of the college and whether or not the college has the resources to cosponsor the activity as one of its own programs.

Activities of other educational agencies, state, local, and federal agencies, and non-profit organizations which are in conformity with the purposes of the college are usually approved by the college. Policies governing the use of these facilities are designed to permit maximum utilization by students, faculty, staff, and their guests; to ensure the safety and well-being of the participants; and to provide for the protection, care, and maintenance of the facilities. A deposit for use may be required.

The Assistant Dean of Institutional Effectiveness/COC is responsible for sanctioning the use of college facilities by groups not affiliated with the college.

MAIL

Mail is delivered daily from the Evergreen Post Office. It arrives on campus at approximately 10:00 a.m. and is placed in the appropriate boxes in the mailroom located in Building 100. Outgoing mail should be in the Administration Building by 1:00 p.m. as it is picked up at approximately 2:00 p.m.

LOST AND FOUND

Lost and found articles should be reported and/or turned in to the front desk in the Administration Building.

PUBLIC RELATIONS

In order to ensure adequate public coverage of activities at Reid State, faculty and staff should submit noteworthy items to the Assistant Dean of Institutional Effectiveness/COC. Publicity should be scheduled as much in advance as possible.

PARKING DECALS

A parking decal must be displayed in vehicles of college personnel and students who park on campus. Parking decals are issued by the Security Officers.

APPENDIX

Appendix

1. Organization Charts
2. Committee Checklist and Organizational Guidelines
3. Credential Requirements
4. Job Descriptions
5. Grievance Forms A, B, and C
6. Faculty/Staff/Administrator Evaluation Forms
7. Omnibus Transportation Drug Testing Act of 1991
8. Leave Form
9. Safety Referral Form
10. Maintenance Forms
11. Invitation to Bid Forms
12. Property Transfer Forms
13. Statement of Travel, Travel Request, Professional Development Request
14. Internet Use Agreement
15. Tuition Waiver Forms

Appendix 1

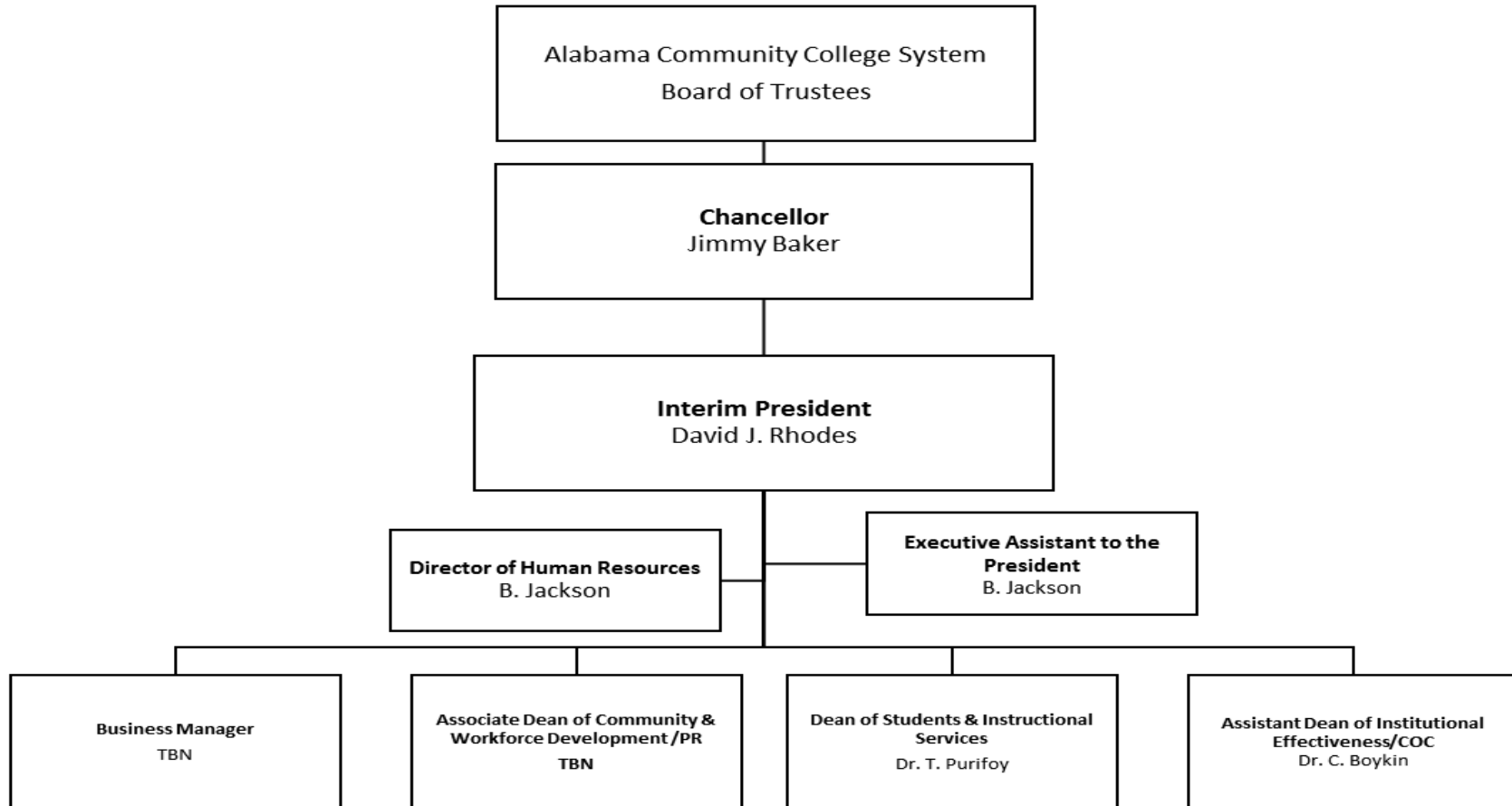
Organizational Charts

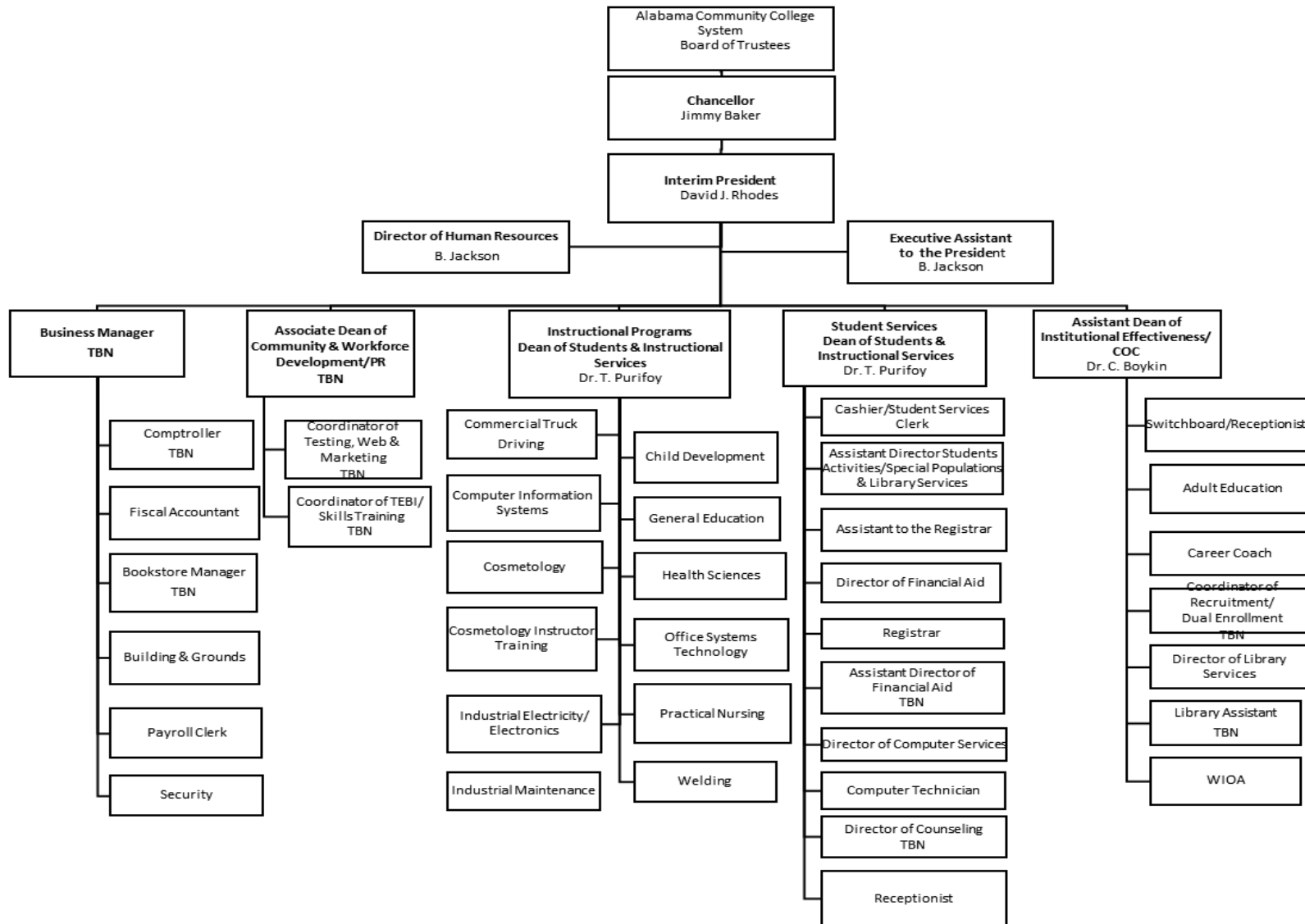
REID STATE TECHNICAL COLLEGE

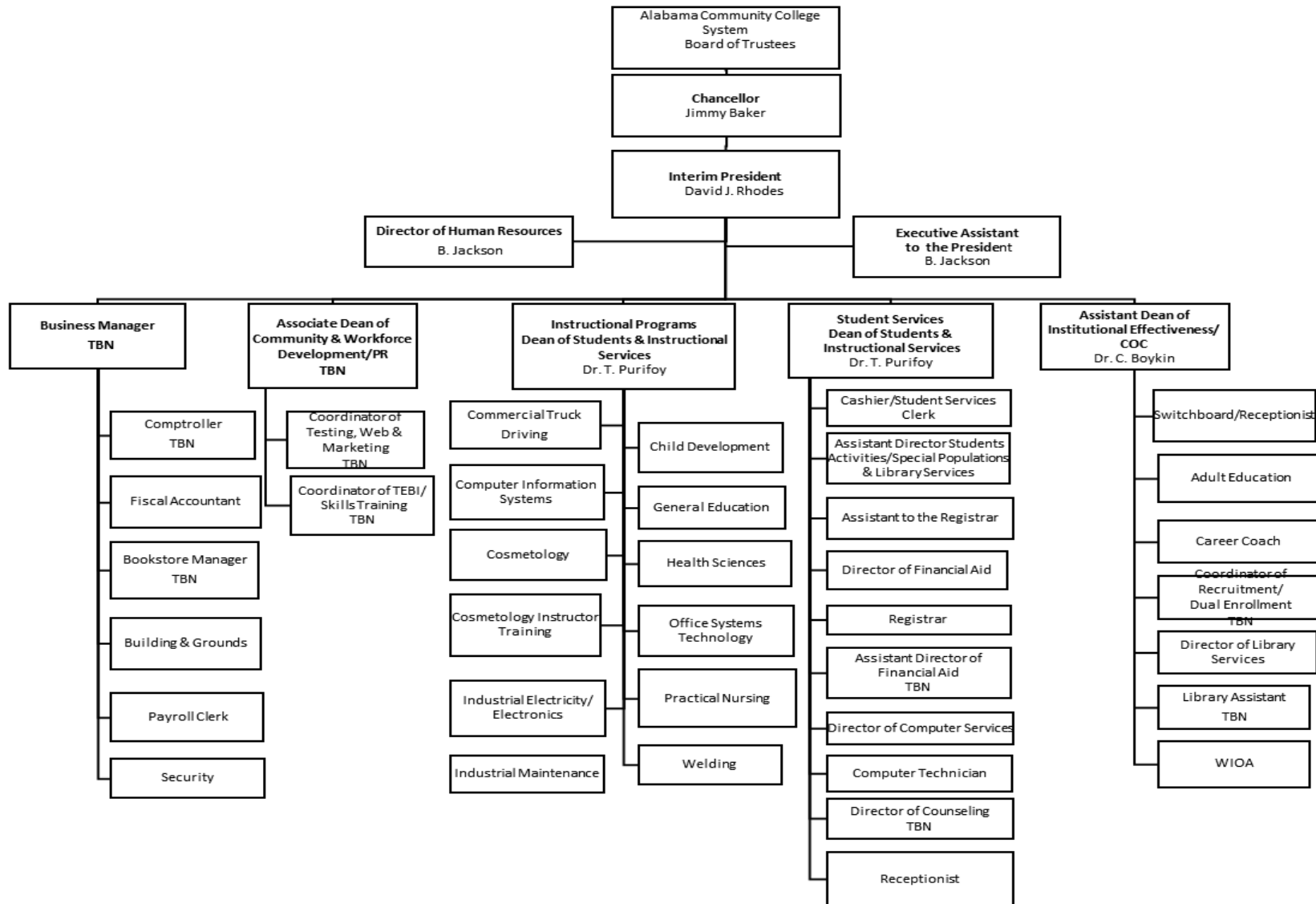
Organization Charts

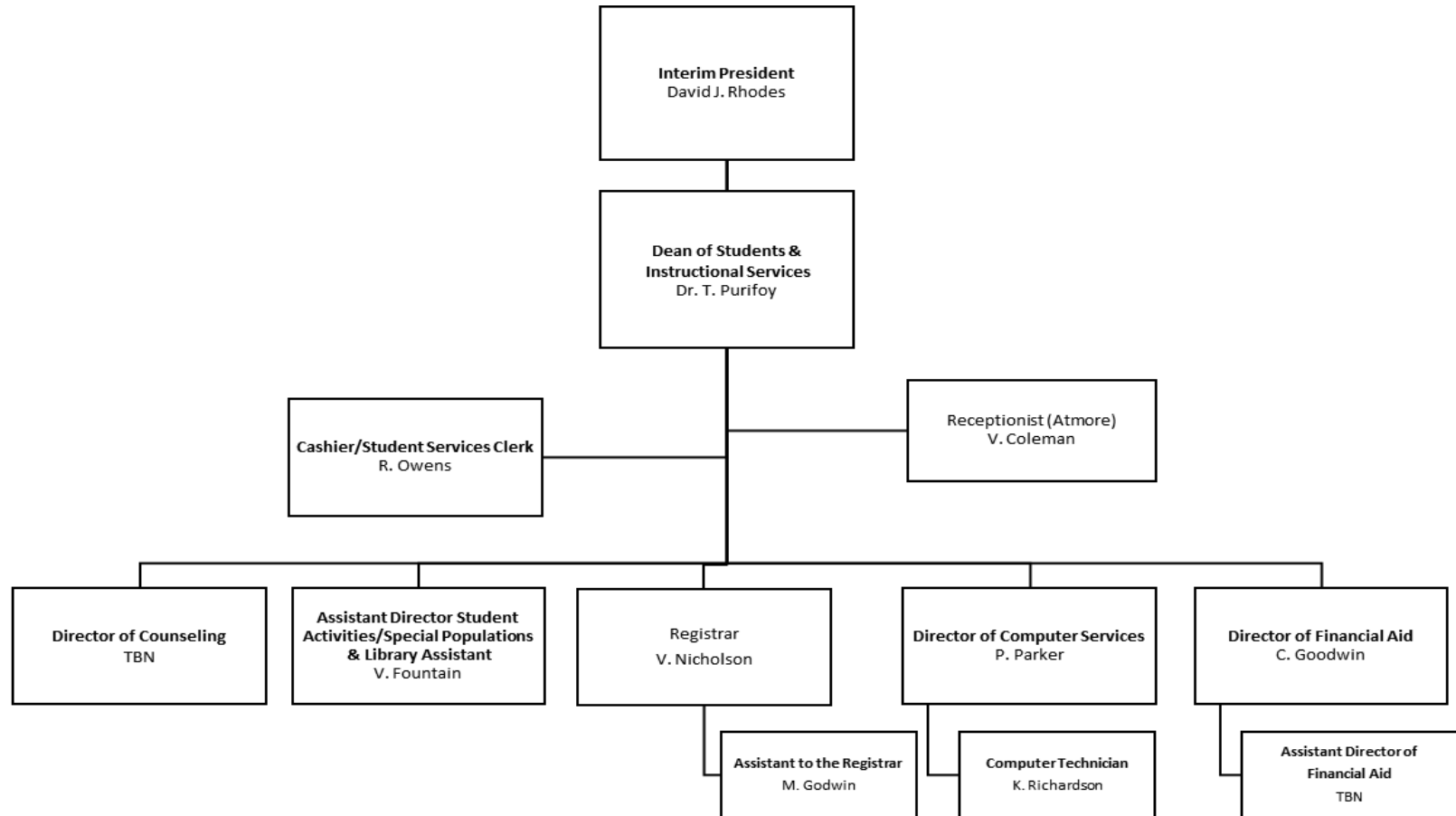


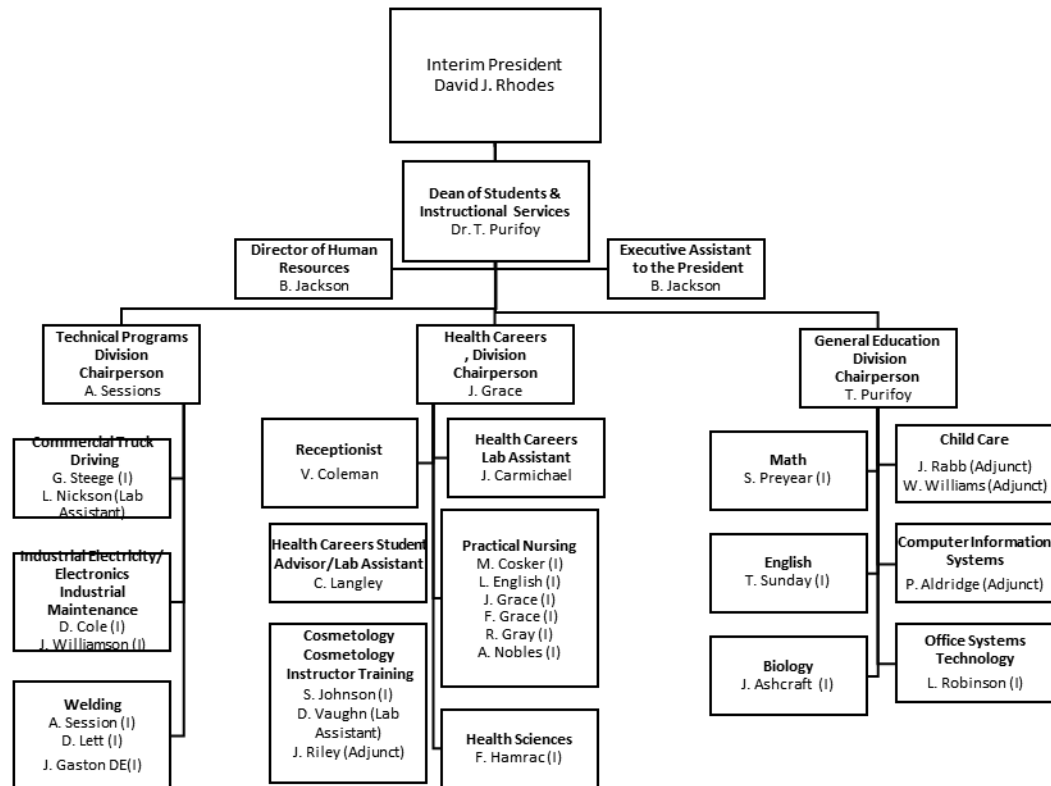
June 22, 2017

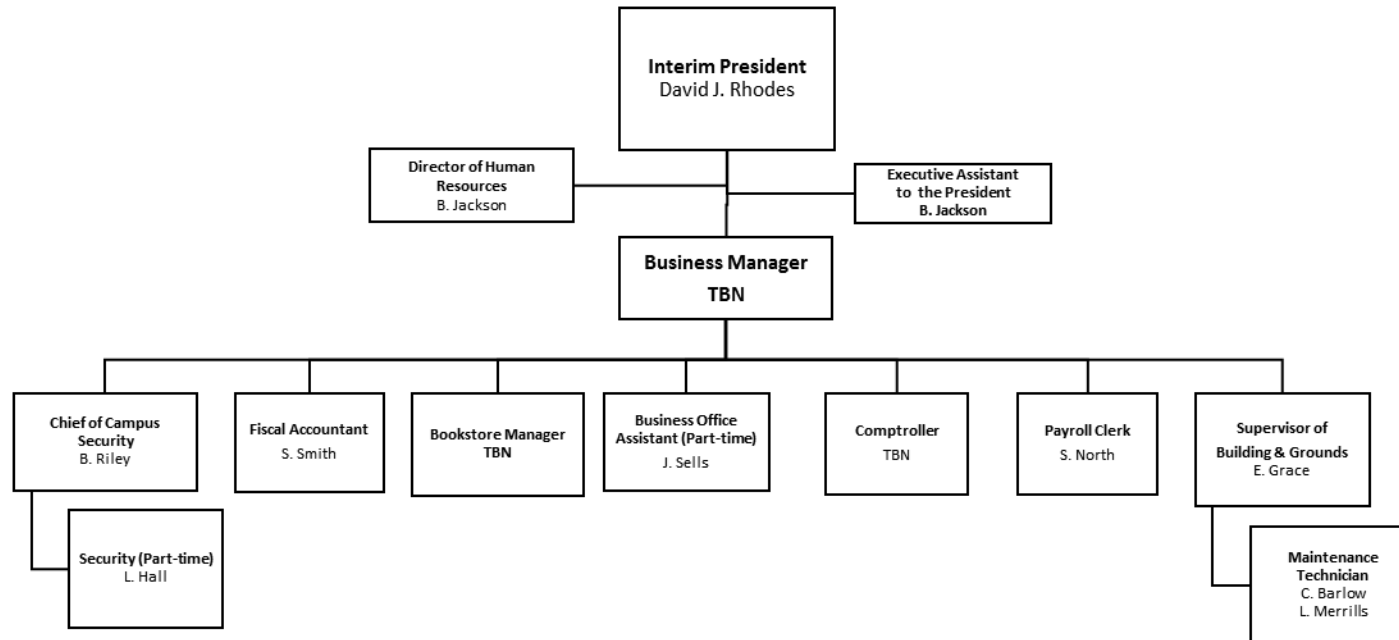


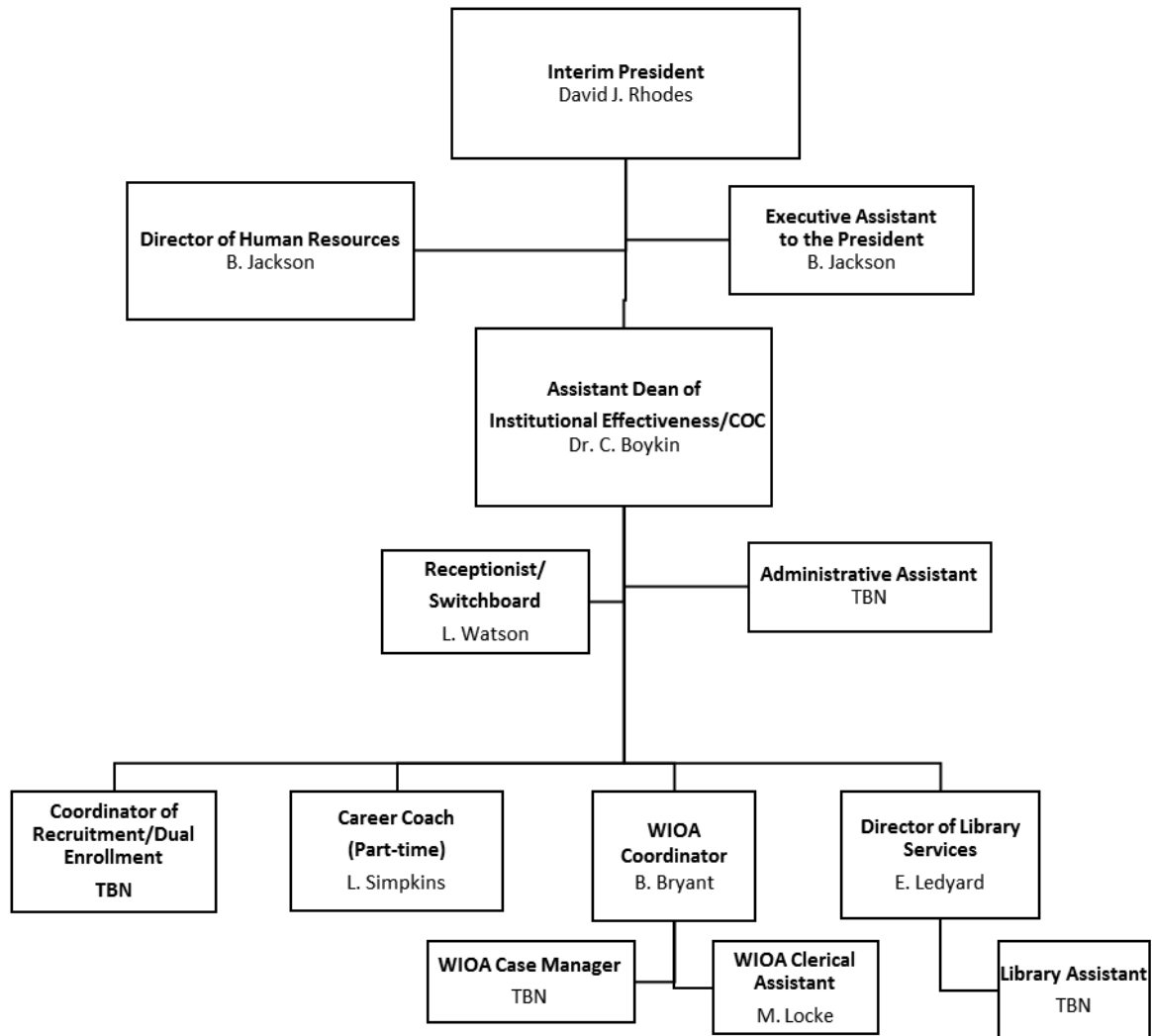


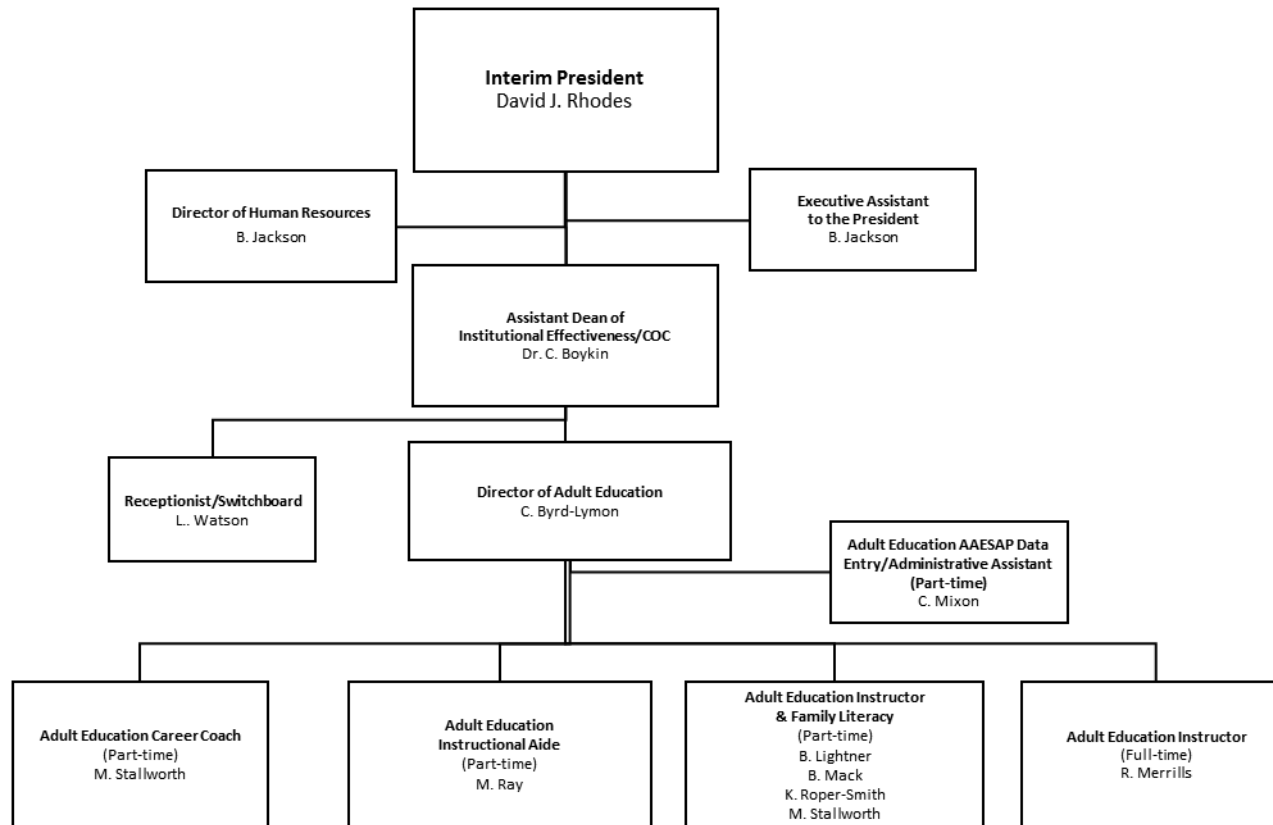












Appendix 2

Committee Checklist and Organizational Guidelines

REID STATE TECHNICAL COLLEGE
REID STATE TECHNICAL COLLEGE
PROGRAM ADVISORY COMMITTEES

Each occupational training program or group of programs will have an advisory committee composed of business, industry/profession and labor decision-makers, a former student and a current student. The program advisory committee is expected to function as an extension of the institution by providing assistance in matters pertaining to the program. The committee will plan and operate under an annual program of work, which will be formulated at the beginning of the fiscal year (September).

Function

The program advisory committee provides expert support to the program by promoting interaction between the program and businesses and industries/professions served by the program. It functions in the following ways:

1. Assists with developing **short-range** and **long-range plans**.
2. Provides advice regarding **curriculum content** to ensure that courses relate to present and future employment needs.
3. Makes suggestions regarding the **modification, addition, or deletion** of course **offerings**.
4. Supports the program through **public relations activities**,
5. Makes recommendations regarding the design and use of **physical facilities**.
6. Makes recommendations regarding the selection and maintenance of **equipment**.
7. Assists in **evaluation** of program effectiveness, job development, job placement, program promotion, evaluation in relation to standards, program advocacy, and industrial/professional support of the program.

Membership

The membership of the program advisory committee should be representative of the community and employment market of the program. It should be composed primarily of persons in the industry/profession served by the program and should include persons within the community and employment market who positively impact the program.

1. The **faculty** of the program, in cooperation with the administration of the institution, **selects the advisory committee**.
2. The advisory committee includes a **cross-section** of representatives from **program-related businesses and industries/professions**.
3. The advisory committee includes program-related business and industry/profession representatives who have **varying occupational positions**.
4. The advisory committee is composed of a **minimum of three members** in addition to the faculty members. When an advisory committee represents more than one program, the membership must have a representative for every program.
5. The advisory committee **maintains a base** of experienced members while acquiring new members.
6. The advisory committee **members are recognized** for their dedication and **effort to improve the quality of education**.
7. The program **faculty provides documented evidence** that program advisory committee **recommendations** are **duly considered** and that **specific action** is **taken** on each recommendation.

Meetings

Program advisory committee meetings have a planned program of work. Meetings focus on planning, developing, implementing, and evaluating the occupational program.

1. The advisory committee has an **annual program of work** on file. The program should include all of the committee's functions (see above), but could include a special project(s) such as a fund-raising activity or community survey in behalf of the program, or researching a particular piece of equipment, etc.
2. The advisory committee **meets a minimum of two times** annually on a scheduled basis in October and March. Informal meetings with some of the members will take place as often as needed. More than two **formal** meetings may be scheduled if deemed necessary. Formal meetings shall be scheduled at the members' convenience and not the faculty's convenience.
3. The advisory committee shall have a chairperson who may be either a faculty member or business and industry representative. Faculty shall be responsible for recording minutes.
4. The advisory committee follows an **agenda**, which is distributed to members prior to each meeting.
5. The advisory committee **assists program faculty** in developing the **agenda** for each meeting.
6. The advisory committee **maintains minutes** indicating **date, agenda, members present**, and **recommendations**. These minutes provide documentation for Program Reviews and COE Accreditation.
7. **Minutes** are **distributed** to each committee member **prior** to each meeting.
8. The advisory committee **maintains an open file of minutes** and other **necessary documents** for a minimum of **five** years. There should be at least **two** sets of minutes (one for each meeting) for each of three years in the program office files.
9. Committee members are invited to make **periodic classroom visits** to the institution.

Accreditation Criteria

Programs

1. Occupational education programs offered by the institution are congruent with the mission of the institution and with the occupational needs of the people served by the institution.
2. The objectives for each educational program are evaluated annually.
3. Each occupational education program has clearly stated objectives, defined content relevant to these objectives and the current needs of business and industry, and student evaluation based on the program objectives and content.
4. A systematic process is in place to document that the objectives and content of programs are kept up to date.
5. At least every two years, three bonafide potential employers review each educational program and recommend admission requirements, program content, program length, program objectives, competency tests, instructional materials, equipment, method of evaluation, and level of skills and/or proficiency required for completion.
6. The institution considers the length and the tuition of each program in relation to the documented entry level earnings of completers.
7. Courses required for each program are offered with sufficient frequency for the student to complete the program within the publicized time frame.
8. Associate Degree programs offered **must** meet the following requirements:
 - a. The appropriate applied degree title, such as Applied Technology, Applied Science, or Occupational Studies, is used.
 - b. The program has a minimum of 60 semester hours or 90 quarter hours.
 - c. The program includes a minimum of 15 semester hours or 23 quarter hours of general education courses, with a minimum of one course from each of the following areas: humanities, behavioral sciences, natural or applied sciences, and mathematics.
9. All programs, regardless of location or time or mode of delivery, are qualitatively consistent with those offered on the main campus, and **must**:
 - a. Be approved and administered under established institutional policies and procedures and supervised by an administrator who is part of the institutional organization.
 - b. Have appropriate involvement of on-campus administrators and faculty in planning, approval, and on-going evaluation.
 - c. Have individual student records, including attendance, financial, and educational program records, permanently maintained by the institution at the main campus.
 - d. Be described in appropriate catalogs, brochures, and/or other promotional materials and include tuition/fee charges, refund policies, and admissions and academic requirements.

10. A credit hour is determined as follows: one semester credit for each 15 clock hours of lecture, 30 clock hours of laboratory, or 45 clock hours of externship; or one quarter credit for each 10 clock hours of lecture, 20 clock hours of laboratory, or 30 clock hours of externship.

Instruction

1. Academic competencies and occupational skills are integrated into the instructional program for each occupational area.
2. The instructional programs provide training in the competencies essential to success in the occupation, including job knowledge, job skills, work habits, and attitudes.
3. Institutional/occupational advisory committees are used to ensure that desirable, relevant, and current practices of the occupations are being taught. Each committee is (a) composed of at least three members external to the institution, (b) meets at least twice annually, and (c) keeps minutes of each meeting to document their activities and recommendations.
4. To ensure that relevant current practices of the occupation are being taught, recommendations from groups such as advisory committees or similar resource personnel are sought and documented.
5. Job-related health, safety, and fire-prevention are an integral part of instruction.
6. To develop skill proficiency, sufficient practice is provided with equipment similar to that currently in use in the occupation.
7. Instruction in classrooms, shops, and laboratories is effectively organized as evidenced by course outlines, lesson plans, competency tests, and/or other instructional materials.
8. The institution has a published systematic and objective method of evaluating student achievement based on identified occupational competencies.
9. Each externship has a written training plan and goals for students specifying the particular applications, objectives, and experiences that are to be acquired.
10. The training plan designates the on-site employer representative responsible for guiding and overseeing the students' learning experiences and participating in the students' written evaluations.
11. All externships conducted by the institution are supervised by a designated employee possessing appropriate qualifications.

PROGRAM or DIVISION TITLE

PROGRAM ADVISORY COMMITTEE

ANNUAL CHECKLIST

The Advisory Committee Chairperson's initials beside the items listed below indicate those functions of the advisory committee that have been conducted.

Initials of Industry/Business Representative	Date	Committee Function
_____	_____	The committee has reviewed the college's mission statement and the program purpose statement.
_____	_____	The committee has reviewed short range (operational) plans as formulated by the program faculty and has had the opportunity to contribute input into those plans.
_____	_____	The committee has reviewed long range (strategic) plans as formulated by the program faculty and has had the opportunity to contribute input into those plans.
_____	_____	The committee has reviewed the program's curriculum content and has provided advice, wherever necessary, to ensure that courses relate to present and future employment needs.
_____	_____	The committee has reviewed the program's course offerings and has had the opportunity to make suggestions regarding their modification, addition, or deletion.
_____	_____	The committee has reviewed the tuition and fee rates for the college.
_____	_____	The committee has shown support for the program through public relations activities.
_____	_____	The committee has inspected the physical facilities currently in use by the program and has had the opportunity to make recommendations regarding their design and use.
_____	_____	The committee has inspected the equipment currently in use by the program and has had the opportunity to make recommendations regarding its selection and maintenance.
_____	_____	The committee has assisted in: _____ _____ evaluation of program effectiveness _____ job development _____ job placement _____ program promotion _____ evaluation in relation to standards _____ program advocacy _____ industrial/professional support of the program

_____	_____	The program faculty has provided documentary evidence that program advisory committee recommendations have been duly considered and that, within allowable limits, specific action has been taken on each recommendation.
_____	_____	Committee members have been invited and encouraged to make periodic classroom/lab visits to the institution.
_____	_____	The committee has formulated its own annual program of work, which includes the functions that appear on this checklist plus any special project the committee deems appropriate in support of the program.
_____	_____	The committee has reviewed the program and made recommendations to ensure that desirable, relevant, and current practices are included in the occupational program.
_____	_____	The committee has reviewed the graduate student survey results to ensure that the program meets the occupational goals of the students.
_____	_____	The committee has reviewed the employer student survey results to ensure that relevant and current practices are included in the occupational program.

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Committee Member

Advisory Committee Chair

Date

Appendix 3

Credential Requirements

POLICY NAME: 605.02: Postsecondary Faculty Credentials
EFFECTIVE: 03-24-05
SUPERSEDES: 605.02 issued 08-27-04; 12-08-94; 08-30-77
SOURCE: State Board of Education Resolution
CROSS REFERENCE:

2.1. Level IV-Group A

2.1.1. Degree Requirement: Earned Doctorate

2.1.2. In-field Requirement:

- | | |
|------------|---|
| Option (a) | Earned doctorate in-field |
| Option (b) | Fifty-four (54) graduate semester hours of coursework in the teaching field. |
| Option (c) | (Accepted only when fifty-four (54) graduate semester hours of coursework in the teaching field is unavailable at any accredited institution of higher education.)

Fifty-four (54) graduate semester hours of course-work in a combination of teaching field, related field, and/or education. |
| Option (d) | (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) hours in a second teaching area. |

2.4 Level III-Group A

2.4.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.

2.4.2. In-field Requirement:

- | | |
|------------|--|
| Option (a) | Fifty-four (54) graduate semester hours in the teaching field. |
| Option (b) | (Acceptable only when fifty-four (54) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Fifty-four (54) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education. |
| Option (c) | (Acceptable only when an instructor has two teaching assignments.) Thirty-six (36) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area. |

2.7. Level II-Group A

2.7.1. Degree Requirement:

Specialist degree (minimum of a master's degree plus thirty (30) additional graduate semester hours in a planned program.

2.7.2 In-field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in the teaching field.
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) (Acceptable only when an instructor has two teaching assignments.) Eighteen (18) graduate semester hours in a major teaching field with eighteen (18) graduate semester hours in a second teaching area.

2.10. Level I-Group A

2.10.1. Degree Requirement:

- Option (a) Master's Degree
- Option (b) (Acceptable only for creative and applied arts and occupational programs.) Baccalaureate degree plus in-field requirements in 2.10.2.(c) below.

2.10.2. In-field Requirement:

- Option (a) Eighteen graduate semester hours in the teaching field.
- Option (b) (Acceptable only when eighteen (18) graduate semester hours in the teaching field is unavailable at any accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) (Acceptable only for 1(b) above.) Bachelor's degree with twenty-seven (27) semester hours in the teaching field, documented professional competency, and three (3) years full-time experience in the occupational area.

2.13. Level 0-Group A

(Instructors using these minimum requirements may only teach basic computation and communication skills in diploma or certificate programs or remedial courses.)

2.13.1. Degree Requirement:

Bachelor's Degree

2.13.2. In-field Requirement:

Twenty-seven (27) semester hours in the teaching field.

POLICY NAME: 605.02: Postsecondary Faculty Credentials
EFFECTIVE: 03-24-05
SUPERSEDES: 605.02 issued 08-27-04; 12-08-94; 08-30-77
SOURCE: State Board of Education Resolution
CROSS REFERENCE:

2.2. Level IV-Group B

2.2.1. Degree Requirement:

- Option (a) Specialist degree (minimum thirty (30) graduate semester hours beyond the master's degree in a planned program) plus thirty (30) additional graduate semester hours.
- Option (b) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program) plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.2.2.(c) below.

2.2.2. In-field Requirement:

- Option (a) Thirty-six (36) graduate semester hours in teaching field.
- Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field in unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours is a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.
- Option (c) Twenty-four (24) graduate semester hours in accordance with Option (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below:

The (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor and composed of two technical Deans of Instruction and two instructors in each program area. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.2.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.5. Level III-Group B

2.5.1 Degree Requirement:

- Option (a) Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program).
- Option (b) Master's degree plus the equivalent of thirty (30) graduate semester hours equivalent as stipulated in 2.5.2.(c) below.

2.5.2 In-field Requirements:

- Option (a) Thirty-six (36) graduate semester hours in teaching field.

Option (b) (Acceptable only when thirty-six (36) graduate semester hours in the teaching field is unavailable at an accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of the teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) Fifteen (15) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of fifteen (15) graduate hours of corporate or other external formal training as determined below:

The fifteen (15) graduate semester hour's equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.5.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.8. Level II-Group B

2.8.1. Degree Requirement:

Option (a) Master's Degree

Option (b) Baccalaureate degree plus the equivalent of thirty (30) graduate semester hours as stipulated in 2.8.2.(c) below.

2.8.2 In-field Requirement:

Option (a) Eighteen (18) graduate semester hours in the teaching field.

Option (b) (Acceptable only when eighteen (18) semester hours in the teaching field is unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, or education.

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.8.3 Work Requirement:

Three (3) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.11. Level I-Group B

2.11.1. Degree Requirement:

Bachelor's Degree

2.11.2. In-field Requirement:

Option (a) Twenty-seven (27) semester hours in the teaching field.

Option (b) Specialized coursework equivalent to the community or technical college program.

2.11.3. Work Requirement:

Three years of successful full-time experience as a practitioner in the occupational, technical, or vocational field.

2.14. Level 0-Group B

2.14.1. Degree Requirement:

Associate Degree

2.14.2. In-field Requirement:

Major in assigned teaching area.

2.14.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

POLICY NAME: 605.02: Postsecondary Faculty Credentials
EFFECTIVE: 03-24-05
SUPERSEDES: 605.02 issued 08-27-04; 12-08-94; 08-30-77
SOURCE: State Board of Education Resolution
CROSS REFERENCE:

2.3. Level IV-Group C

2.3.1. Degree Requirement:

Specialist degree (minimum of thirty (30) graduate semester hours beyond the master's degree in a planned program.)

2.3.2. In-field Requirement:

- | | |
|------------|---|
| Option (a) | Thirty-six (36) graduate semester hours in teaching field. |
| Option (b) | (Acceptable only when thirty-six (36) graduate semester hours in the teaching field are unavailable at any accredited institution of higher education.) Thirty-six (36) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, thirty-six (36) graduate semester hours in a combination of teaching field, related field, and/or education. |
| Option (c) | Six (6) graduate semester hours in accordance with Options (a) or (b) above plus the equivalent of thirty (30) graduate semester hours of corporate or other external formal training as determined below: The thirty (30) graduate semester hours equivalent will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle or as needed. |

2.3.3. Work Requirement:

Six (6) years of successful full-time experience as a master craftsman/ journeyman in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.6. Level III-Group C

2.6.1. Degree Requirement:

- | | |
|------------|--|
| Option (a) | Master's Degree |
| Option (b) | Baccalaureate degree plus the equivalent of thirty (30) additional graduate semester hours as stipulated in 2.6.2.(c) below. |

2.6.2. In-field Requirement:

- | | |
|------------|--|
| Option (a) | Eighteen (18) graduate semester hours in teaching field. |
| Option (b) | (Acceptable only when eighteen (18) graduate semester hours in the teaching field are unavailable at an accredited institution of higher education.) Eighteen (18) graduate semester hours in a combination of teaching field and/or related field; or, if unavailable, eighteen (18) graduate semester hours in a combination of teaching field, related field, and/or education. |

Option (c) The equivalent of thirty (30) graduate semester hours of corporate or other external formal training will be determined for each program area by a program standards committee appointed by the Chancellor. The standards committee will revise the equivalent experience criteria on a three-year cycle.

2.6.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field and successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.9. Level II-Group C

2.9.1. Degree Requirement:

Baccalaureate Degree

2.9.2 In-field Requirement:

Twenty-seven (27) semester hours in the teaching field or related field.

2.9.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first year of employment.

2.12. Level I-Group C

2.12.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core).

2.12.2. In-field Requirement:

Specialized coursework equivalent to the community or technical college program.

2.12.3. Work Requirement:

Six (6) years of successful full-time experience as a practitioner in the vocational field with competency demonstrated through successful completion of an approved occupational examination (e.g., NOCTI) within the first two years of employment.

2.15. Level 0-Group C

2.15.1. Degree Requirement:

Associate degree or equivalent (at least sixty (60) semester hours in a planned program including associate degree core.)

2.15.2. In-field Requirement:

Specialized coursework equivalent to the community or technical college program.

2.15.3. Work Requirement:

Three (3) years successful full-time experience as a practitioner in the occupational or technical field.

Appendix 4

Job Descriptions

ADULT EDUCATION AAESAP DATA ENTRY/ADMINISTRATIVE ASSISTANT

Authority

The Adult Education AAESAP Data Entry/Administrative Assistant is directly responsible to the Director of Adult Education.

Qualifications

At a minimum, the Adult Education AAESAP Data Entry/ Administrative Assistance employment qualifications shall include:

1. Possess an Associate Degree or higher in Business or related field from an accrediting institution.
2. Demonstrated computer, keyboarding skills and filing knowledge.
3. Ability to operate office machines and equipment.
4. Proficiency in oral and written communication.
5. Ability to work well with others and to work under pressure.
6. Knowledge of the Alabama Adult Education System for Accountability and Performance (AAESAP) preferred.

Limiting Requirements

1. Manual dexterity to operate office equipment such as computer keyboards, fax machines, copiers, and calculators.
2. Visually, auditorally, and vocally able to perform the duties of the instructional programs administrative assistant.
3. Ability to sit and stand for prolonged periods of time.
4. Ability to handle multiple priorities.

Major Responsibilities

1. Perform secretarial/clerical duties for the Adult Education Department.
2. Perform duties related to adult education student enrollment data.
3. Assist the Director of Adult Education in preparing and revising forms and charts.
4. Maintain a comprehensive filing system of all correspondence, student files, and related documents.
5. Prepare and maintain updated lists of students, staff, committee members, agency partners, etc. as needed for labels and reports.
6. Prepare and maintain necessary office files, both current and saved for storage.
7. Input data in the Alabama Adult Education System for Accountability and Performance (AAESAP) by the 15th of the month.
8. Monitor and check AAESAP for data quality.
9. Assist in providing training to support to instructors in data collection.
10. Communicate office business, as appropriate, with staff at all sites in a timely way using phone, email and/or U.S. mail.
11. Assist the Director of Adult Education in completing and submitting reports in a timely manner to the Alabama Community College System.
12. Maintain inventory of Adult Education instructional equipment and materials.
13. Assist in maintaining department and student records and files, and be responsible for security of the records and files.
14. Make files and purge old files as necessary.
15. Ability to maintain confidentiality of office information.
16. Establish and maintain positive working relationships with other administrative, faculty, and staff personnel.
17. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
18. Actively participate in division/college committees and campus activities.
19. Participate in professional development activities.
20. Other duties as assigned by the President, Assistant Dean of Institutional Effectiveness/COC and Director of Adult Education.

Terms of Employment

Maximum of twenty-nine (29) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Adult Education AAESAP Data Entry/Administrative Assistant job performance will be evaluated annually by the Director of Adult Education.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

DIRECTOR OF ADULT EDUCATION

The Director of Adult Education has the responsibility for designing, developing, implementing, and evaluating a comprehensive array of adult and community education services.

Authority

The Director of Adult Education is directly responsible to the Director of Counseling/Adult Education Chair.

Qualifications

1. Rank 1/Class A certification in adult education.
2. If, after a diligent search, no one is available who meets the above criterion, the employing agency may certify to the State Department of Education that no one was available and employ the best qualified person available. This person shall earn Rank 1/Class A certification in adult education during the first three years of employment. If the adult education certification is not earned, the supervisor cannot be employed for the fourth year.
3. Excellent oral, written, and interpersonal skills
4. Participate in a state approved 353 incentive grant program and/or be enrolled in a degree program leading to certification in adult education if not currently certified.

Limiting Requirements

1. Excellent oral, auditory, and writing skills
2. Visual ability
3. Manual dexterity
4. Mastery of computer operation skills
5. Ability to manage stress and time well
6. Willingness to work flexible and evening hours
7. Mastery of standard business equipment (computer, telephone, copier, fax, calculator)
8. Ability to operate a motor vehicle
9. Ability to sit and stand for extended periods of time
10. Willingness to travel, as appropriate
11. Ability to develop and monitor budgets
12. Ability to develop and implement program proposals

Major Responsibilities

1. Provide instructional leadership to the Adult Education program.
2. Provide classroom instruction as needed, serving as substitute teacher in the instructor's absence.
3. Provide training and mentoring to all Adult Education faculty and staff.
4. Provide a minimum of four hours of in-service/staff development for all Adult Education teachers.
5. Complete and submit reports to the State Department of Education and other agencies on time.
6. Supervise and direct the activities of instructional and support staff.
7. Recruit well-qualified instructors.
8. Expand services through community outreach and relationship building in the Adult Education service area.
9. Maintain inventory of equipment and supplies.
10. Ensure all students have established education and/or employment goals.
11. Follow-up with students regarding job placement and workplace success for reporting purposes.
12. Conduct needs analyses in communities served and establish offsite locations and services as indicated.
13. Coordinate Adult Education Programs with business and industry to provide class sites, release time for students, publicity, funds, and materials.
14. Ensure compliance with all grant requirements.
15. Ensure that policies and procedures are in compliance with College, state and federal regulations.
16. Visit each class a minimum of once quarterly.
17. Maintain written reports on each class visit.
18. Terminate classes that do not meet minimum state enrollment requirements.
19. Assist teachers in developing and maintaining an individualized, prescriptive instructional program.
20. Recruit using a continuous process, with intensive recruitment campaigns on a regular interval.
21. Submit monthly human-interest stories and announcements to all local media within the scope and procedures of established public relations programs as outlined by state model and local programs.
22. Honor students and graduates with a yearly awards program.

23. Publish a quarterly newsletter.
24. Participate in professional development activities.
25. Activity participates in division/college committees and campus activities.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off campus.
27. Submit all reports in a timely manner as required by the State Department of Education.
28. Other duties as assigned by the President, Dean of the College, and/or Director of Counseling/Adult Education Chair.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Director of Adult Education shall be evaluated annually by the Director of Counseling/Adult Education Chair.

Will you be able to perform the essential job functions with or without reasonable accommodations? _____ Yes _____
No

Signature

Date

Reviewed by:

Supervisor

Date

ADULT EDUCATION INSTRUCTOR

The Adult Education Instructor is responsible for providing adult literacy, family literacy, workplace education, basic skills, community education, and GED preparatory instruction as assigned.

Authority

The Adult Education Instructor is directly responsible to the Director of Counseling/Adult Education Chair.

Qualifications

1. Must have earned at least a baccalaureate degree (**required**) **OR** hold a Rank 2/Class B Teacher's Certificate issued by the State Department of Education.
2. Must possess demonstrated postsecondary (two-year college) experience of at least one year in adult education instruction **preferred**.
3. Must possess the requisite skills and content knowledge to guide the instructional process **required**.
4. Must be able to develop instructional plans, properly sequence and pace classroom activities, and link instruction to learner needs and abilities **required**.
5. Must be able to collect and share information about learner needs and progress, and use the information to plan appropriate instruction **required**.

Limiting Requirements

1. Must have ability to operate common instructional equipment such as overhead projectors, video players, computers, and cassette players
2. Must be visually able to perform common tasks associated with teaching
3. Must be auditorally able to perform common tasks associated with teaching

Major Responsibilities

1. Provide learning opportunities that draw upon and extend students' knowledge, skills, and interests.
2. Link instruction to the student's academic needs as determined by the results of valid, reliable assessment and reassessment.
3. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
4. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
5. Maintain necessary attendance scholastic, and personnel records and submit them according to announced deadlines.
6. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
7. Select materials and choose teaching styles that address individual learning styles
8. Extend students' knowledge and competency using technology to aid learning.
9. Solve conflicts and problems in the classroom.
10. Provide a respectful and supportive learning environment.
11. Convey the expectation of success to adult students.
12. Assist with student intake and orientation.
13. Participate in professional development opportunities.
14. Maintain a record on each student that includes the following data: enrollment, diagnostic, attendance, and plan of instruction (POI).
15. Participate in quarterly on-site monitoring and/or evaluation by director or state personnel.
16. Must be able to collect, manage and share data and ideas to improve instruction and program quality.
17. Provide reports to the local director and/or SDE (State Department of Education) as requested and required.
18. Demonstrate effective interpersonal skills; both written and oral; and work ethics.
19. Post and maintain regular office hours in accordance with policy.
20. Attend workshops and meetings that contribute to planned professional development.
21. Participate in staff, division, and committee meetings as assigned.
22. Actively participate in division/college committees and campus activities.
23. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
24. Other duties as assigned by the President, Dean of the College or Director of Counseling/Adult Education Chair.

Terms of Employment

This is a full-time position of more than 20 clock hours per week. Salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Adult Education Instructor shall be evaluated annually by the Director of Counseling/Adult Education Chair.

Will you be able to perform the essential job functions with or without reasonable accommodations? _____ Yes _____
No

☐ _____
Signature Date

Reviewed by:

☐ _____
Supervisor Date

ADULT EDUCATION (AE) LAB ASSISTANT

The Adult Education Lab Assistant has the responsibility for supporting instruction in the area to which he or she is assigned.

Authority

The Adult Education Lab Assistant is directly responsible to the Director of Adult Education.

Qualifications

1. High school diploma or equivalent required.
2. At least one year college preferred.
3. Proficient in Microsoft Word.
4. Ability to work well with others and able to work under pressure.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Excellent oral, auditory, and writing skills.
4. Visual ability.
5. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
6. Ability to sit and stand for prolonged periods of time.
7. Ability to manage stress and time well.
8. Ability to be discreet and to maintain strict confidentiality for all matters associated with the office of Adult Education.

Major Responsibilities

At a minimum, the major responsibilities of the Adult Education Lab Assistant shall include:

1. Perform basic clerical tasks, including filing students' records.
2. Assist with lesson plans (POI).
3. Make copies of instructional materials.
4. Check/grade homework.
5. Distribute classroom-related materials.
6. Assist with program orientation.
7. Proctor tests.
8. Print and file students' work from ITTS.
9. Maintain high level of confidentiality.
10. Attend workshops and meetings that contribute to planned professional development.
11. Participate in staff, division, and committee meetings as assigned.
12. Actively participate in division/college committees and campus activities.
13. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
14. Other duties as assigned by the President, Dean of the College, Director of Adult Education, Adult Education Chairperson or Lead Instructor.

Terms of Employment

Maximum of ten (10) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Adult Education Lab Assistant's job performance will be evaluated annually by the Adult Education Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

<input type="checkbox"/> _____ Signature	_____
	Date
<input type="checkbox"/> Reviewed By:	
<input type="checkbox"/> _____ Supervisor	_____
	Date

ADULT EDUCATION CAREER COACH

Scope

The Adult Education Career Coach will assist students in goals setting, exploring careers, evaluating academic abilities, college preparation for admissions, career exploration activities, and job skills.

Authority

The Adult Education Career Coach is directly responsible to the Director of Adult Education.

Qualifications

1. Bachelor's degree in education, marketing, communication or related field required.
2. Two years of work experience career counseling, administering standardized tests, and working with disadvantaged adults; or any combination of education, training and experience that demonstrates the major responsibilities, skills and abilities commensurate with the requirements of this job.
3. Master's degree preferred.
4. Knowledge of Adult Education preferred.
5. Knowledge of current employment trends preferred.
6. Proficient in Microsoft Word.
7. Ability to work well with others and able to work under pressure.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Excellent oral, auditory, and writing skills.
4. Visual ability.
5. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
6. Ability to sit and stand for prolonged periods of time.
7. Ability to organize files and work projects.
8. Ability to manage stress and time well.
9. Ability to work with adult learners and diverse populations.
10. Ability to be discreet and to maintain strict confidentiality for all matters associated with the office of Adult Education.

Major Responsibilities

At a minimum, the major responsibilities of the Adult Education Career Coach shall include:

1. Administers career assessments to students; reviews the results and provides counseling to students.
2. Presents various interactive career activities for Adult Education students; provides one-on-one meetings for increased self-esteem and motivation of students.
3. Provides students with current job market trends utilizing the Occupational Outlook Handbook.
4. Assists students with job searches utilizing job search websites.
5. Maintains a database of current students seeking jobs; notifies of new job openings.
6. Assists students with resume creations; edits and critiques existing resumes.
7. Prepares students for job interviews by setting up mock interviews; gives critique and expectations for interviews; advises as to which questions are illegal for interviewer to ask.
8. Assists students with career transition, goal setting, and time management.
9. Assists students with every step of the admissions, financial aid, and registration processes to include applications, residency forms, selective service form, transcript request, FAFSA, Title IV form, verification worksheets, scholarship applications, and WIA packets.
10. Facilitates campus visits based on student's projected major and/or interests; introduces student to key staff.
11. Tracks student progress through college entry.
12. Orients students to Key Train software to prepare them for WorkKeys test.
13. Print and file students' work from Key Train.
14. Conducts student success and job readiness workshops; prepares evaluation instruments for distribution at conclusion of workshop; uses results to improve workshop offerings.

15. Maintains training records and evaluations; provides report to Director and ACCS as required.
16. Maintains database for student contact hours and session accomplishments; works with Data Entry Clerk to accomplish this task.
17. Travels to each Adult Education site to provide information to and develop relationships with student.
18. Perform basic clerical tasks, including filing students' records.
19. Assist with program orientation.
20. Proctor tests.
21. Maintain high level of confidentiality.
22. Attend workshops and meetings that contribute to planned professional development.
23. Participate in staff, division, and committee meetings as assigned.
24. Actively participate in division/college committees and campus activities.
25. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
26. Other duties as assigned by the President, Assistant Dean of Institutional Effectiveness/COC, Director of Adult Education, or Lead Instructor.

Terms of Employment

Maximum of twenty-nine (29) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Adult Education Career Coach's job performance will be evaluated annually by the Director of Adult Education.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

ASSISTANT DEAN OF INSTITUTIONAL EFFECTIVENESS/COC

Authority

The Assistant Dean of Institutional Effectiveness/COC is directly responsible to the President.

Minimum Qualifications

1. Master's Degree from an accredited institution required.
2. Excellent communication skills, both written and verbal required.
3. Minimum of five years full-time teaching experience required.
4. Administrative experience in instructional program planning, implementation, and evaluation in one or more of the teaching and learning initiative required.
5. Proficiency in various teaching and learning styles preferred.

Major Responsibilities

At a minimum, the essential functions of the Assistant Dean of Institutional Effectiveness/COC are to:

1. Demonstrate effective leadership and advanced communication skills, written and oral.
2. Assist with the supervision of academic division instructional units consistent with the College's vision statement, the Statement of Purpose, and institutional goals and objectives.
3. Assist the Dean of Students & Instructional Services in sustaining the orderly growth, development, and continuous improvement of the academic curriculum.
4. Assist with the planning and evaluation of the college division's instructional and non-instructional.
5. Identifying alternative instructional delivery systems including internet courses and other methods of distance learning.
6. Identify and evaluate the technological needs of the academic division.
7. Use a microcomputer and commonly used application software.
8. Communicate via voice mail and e-mail over an intranet.
9. Conduct internet searches, queries, and research for professional purposes.
10. Meet the varied educational needs of a diverse service area.
11. Establish and support a viable dual-enrollment program with area high schools.
12. Promote academic integrity and create an effective teaching and learning environment.
13. Provide leadership in accountability, program viability, and institutional effectiveness, including program review.
14. Assist the Dean of Instructional & Student Services by participating in and/or representing the academic division in/with professional associations, accrediting agencies, government agencies, foundations, and local community groups.

15. Assist all divisions in meeting all program viability requirements and program standards of the Alabama State Board of Education and the Alabama Department of Postsecondary Education.
16. Provide leadership which ensures that the faculty and staff of all division's of the College utilize appropriate up-to-date information/instructional technology.
17. Ensure and facilitate the appropriate, orderly, and timely flow of information from the academic division's instructional units of the Dean of Instructional & Student Services, the President, and other principal administrators.
18. Maintain effective communication among all instructional units of the academic division, with academic instructional support units, and the community at large.
19. Assist in coordinating recruiting and marketing efforts for the academic division with the Dean of Instructional & Student Services.
20. Assist in the provision of professional development to all personnel of the college.
21. Assist Dean of the Instructional & Student Services in defined enrollment management activities.
22. Engage in grantsmanship to advance the College.
23. Formulate and implement planning model(s) in the advancement of the College.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Participate in staff, division, and committee meetings as assigned.
26. Actively participate in division/college committees and campus activities.
27. Carrying out other duties as required by the President.

Terms of Employment

Forty clock hours (40) per week, twelve (12) months depending on the employment agreement. Placement on state salary schedule to be in accordance with guidelines of the State Board of Education.

Performance Evaluation

The Assistant Dean of Institutional Effectiveness/COC job performance will be evaluated annually by the President.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

Signature

Date

Reviewed By:

Supervisor

Date

3.8 GENERAL

6.

7. Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

ASSISTANT DIRECTOR OF STUDENT ACTIVITIES &SPECIAL POPULATIONS/ LIBRARY ASSISTANT

Scope

The Assistant Director of Student Activities & Special Populations/Library Assistant is responsible for coordinating all student activities, developing, implementing special population services and managing College library services.

Authority

The Assistant Director of Student Activities & Special Populations/Library Assistant is directly responsible to the Dean of Students & Instructional Services.

Minimum Qualifications

1. Bachelor's Degree from a regionally accredited institution.
2. Ability to operate common office machines and equipment.
3. Proficiency in communication skills.
4. Ability to work well with others and to work under pressure.

Limiting Requirements

1. visually and auditorily
2. able to perform common tasks associated with teaching and recruiting students.

Major Responsibilities

Student Activities and Special Populations

1. To be familiar with the specifications of the student activities project and ensure such activities are conducted in accordance with the pertinent policies and procedures of the college as well as state and federal law.
2. Supervise all student related activities.
3. Direct all student organizations including: SGA, NTHS, and Who's Who.
4. Ensure that adequate records are maintained.
5. Coordinate college activities including: advisory council dinner, counselor's luncheon, graduation activities, event transportation, blood drive, etc.
6. Direct and coordinate college participation in All-Alabama Academic Team event.
7. Create, develop, print and distribute monthly student/employee calendar of events.
8. Supervise scheduling, production and maintenance of the ID Tech Card equipment.
9. Provide monthly Clery Act safety activities.
10. Conduct Special Populations workshops.
11. Conduct initial interview with program participants.
12. Develop and ensure quality assurance measures.
13. Work with referral agencies in recruitment of displaced homemakers.
14. Conduct vocational and academic assessment activities.
15. Conduct individualized career counseling sessions with each participant.
16. Ensure that all participants have access to all support services at the college.
17. Coordinate Special Populations activities of participants in the instructional units.
18. Monitor and document progress of special populations students.
19. Assist in job placement services for formalized skills training program.
20. Assist participant placement in a community college or technical college program for those who have demonstrated an interest and aptitude.
21. Participate in professional development activities.
22. Assist grant writing as required.
23. Assist with Orientation Program.

24. Assist in maintaining permanent and academic records including ensuring the integrity of the implementation of academic policies used to create and maintain academic records in compliance with professional standards and federal and state regulations.
25. Monitor course enrollments and cancel classes as directed by the Dean of Students & Instructional Services within established college policy and procedures.

Library Assistant

1. Advise patrons on the locations of material and/or the use of automated search systems.
2. Work circulation and reference desks.
3. Provides reference service to students, faculty, staff, and community.
4. Issue patrons/AVL cards.
5. Instruct patrons in the use of a variety of library and reference resources.
6. Conducts annual surveys for students and instructors and project user evaluation from annual surveys.
7. Conducts library tours/orientation.
8. Responsible for cataloging all materials.
9. Provide personal assistance to library users.
10. Maintain and order magazines and newspapers for the library.
11. Maintain monthly contract report for leased copier
12. Participate in professional development activities.
13. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
14. Participate in staff, division, and committee meetings as assigned.
15. Actively participate in division/college committees and campus activities.
16. Perform other duties as assigned by the President and Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Assistant Director of Student Activities & Special Populations/Library Assistant will be evaluated annually by the Dean of Students & Instructional Services.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

ASSISTANT TO THE REGISTRAR

Authority

The Assistant to the Registrar is directly responsible to the Registrar.

Qualifications

At a minimum, the Assistant to the Registrar's employment qualifications shall include:

1. Possession of an associate degree or technical certificate in Office Systems Technology or related field from a regionally accredited institution.
2. Previous experience assisting in Student Services.
3. Demonstrated typing and word processing (60 wpm) skills and filing knowledge.
4. Ability to operate common office machines and equipment.
5. Proficiency in communication skills.
6. Ability to work well with others and to work under pressure.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Excellent oral, auditory, and writing skills.
4. Visual ability.
5. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
6. Ability to sit and stand for prolonged periods of time.
7. Ability to manage stress and time well.

Major Responsibilities

1. The Assistant to the Registrar will work closely with the Registrar to provide information and answer questions for students and employees in the Student Services Division, serve as a back-up in the absence of the Registrar as appropriate.
2. Assist students by providing college information and processing student services information for programs of study.
3. Perform data entry of student information, input applications in computer including Health Care programs applications.
4. Make files for new applicants.
5. Update information for older, scanned records, purge old applications and files as necessary.
6. Send letters to new applicants
 - a. Admission letters
 - b. Test notification letters
 - c. Test result letters
 - d. Registration/Orientation letters
 - e. Other letters concerning new applicants
6. Send admission letters, COMPASS testing letters, records needed letters, and orientation/registration letters to students.
7. Send notices to students who were registered for previous terms but not registered for the current term encouraging them to register, excluding graduates.
8. File transcripts, etc. in new applicant files
9. Perform coding and recoding for health care programs, filing Compass test scores, removing codes from the AS-400, filing TEAS test scores for Practical Nursing program, etc.
10. Delete codes on applicant's file and computer record after appropriate records are received and pending tests are taken.
11. Monitor for in-coming web applications, download and print applications received, move the application into Admissions, enter proper codes.
12. Monitor for name or address changes being submitted via the web, print a copy of the changes and process the changes.
13. Assist with graduation.

14. Provide administrative support including preparing and proofing correspondence and reports, as needed.
15. Schedule appointments for the Registrar, as requested.
16. Provide clerical assistance to the Director of Financial Aid, as directed.
17. Maintain the kiosk in the Student Services Division.
18. Participate in professional development activities.
19. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
20. Participate in staff, division, and committee meetings as assigned.
21. Actively participate in division/college committees and campus activities.
22. Perform other duties as assigned by the President, Dean of Students & Instructional Services and Registrar.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Assistant to the Registrar's job performance will be evaluated annually by the Registrar.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

DEAN OF STUDENTS & INSTRUCTIONAL SERVICES

Scope

The Dean of Students & Instructional Services provides leadership for student services, instruction, and instructional support units of the College. The Dean of Students & Instructional Services serves as a member of the President's cabinet and reports directly to the President.

Minimum Qualifications

8. Earned master's degree in administration, business education, educational management or education from a regionally accredited institution **required**, doctorate **preferred**.
9. Minimum of five (5) years of progressively and varied administrative experience in postsecondary education.
10. Efficient in ACCESS/400 Administrative Software.
11. Ability to complete and manage computerized reporting such as IPEDS, Perkins, Council on Occupational Education (COE) Annual Report, and Alabama Board of Nursing Annual Report (ABON).
12. Understanding of enrollment management and student services.
13. Experience in leading processes designed to ensure student satisfaction and student engagement.
14. Experience in ensuring compliance with principles of accreditation as set forth by the Council on Occupational Education (COE).
15. Evident leadership, management and organizational skills.
16. Ability to effectively supervise personnel in delivery of a wide variety of services and programs to a diverse population.
17. Ability to communicate effectively both orally and in writing.
18. Ability to work collaboratively and cooperatively with all other administrative divisions of the college; a team builder.
19. Demonstrated ability to effectively lead in a collaborative manner.
20. Demonstrated ability to make decisions using good judgment.
21. Demonstrated ability to delegate responsibility in a civil and professional manner.
22. Skills and ability to effectively resolve conflict.

Limiting Requirements

1. Visually and auditorally able to perform common tasks associated with coordinating instruction and student services activities and supervising personnel.

Major Responsibilities

1. To provide leadership and overall supervision of all instructional and student services units consistent with the vision statement, the statement of purpose, and the institutional goals and objectives of the College and the Alabama Community College System.
2. To oversee orderly growth, development and continuous improvement of the curriculum and programs.
3. To plan and ensure annual evaluations of the personnel and programs of the instructional and student services units of the college.
4. Administer permanent academic records including ensuring the integrity of the implementation of academic policies used to create and maintain academic records in compliance with professional standards and federal and state regulations.
5. To serve as the College's liaison with the Council on Occupational Education and other accrediting bodies.
6. A record of compliance with state and federal education mandates and guidelines related to curriculum development, program implementation, financial aid and student privacy.
7. To provide effective leadership in areas of instruction and student services.
8. Develop annual budgets for instruction and student services areas.
9. Plan for the acquisition and distribution of technology used in instruction and student services.
10. Design and implement a student tracking system that will provide reports required by federal student disclosure regulations regarding program completion, job placement, and certification/registry exam scores.
11. Revise and publish academic publications, such as the College Catalog and Student Handbook.
12. To provide orientation to new faculty members, instructional and student services staff to the programs and philosophy of the Alabama Community College System and the College.
13. Assign advisors according to policy and provide notifications of these assignments.
14. To ensure that the budgetary, planning and operational functions and services of the unit are managed in an integrated manner.

15. Develop and operate a system of data collection and analysis associated with enrollment, instruction, personnel, and students.
16. Collaborate relative to the creation, implementation, and evaluation of long- and short-range goals and objectives for the Institutional Research and Planning Committee functions.
17. Complete and file student-related accident reports.
18. To prepare reports as required by the college to postsecondary and other agencies.
19. Supervise the development of an Enrollment Management Plan for the college.
20. Assist in strategic planning for the college.
21. Supervise in the development, revision, and implementation of college policies and procedures.
22. Communicate and collaborate effectively with faculty, staff and students.
23. Assist with graduation.
24. Represents the College within the Reid State service area, state and local professional groups and/or organizations, professional accrediting organizations and the community at large.
25. Participate and provide collaborative leadership in professional development activities.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Actively participate in division/college committees and campus activities.
28. Perform other duties as assigned by the President.

Terms of Employment

Forty clock hours (40) per week, twelve (12) months depending on the employment agreement. Placement on state salary schedule to be in accordance with guidelines of the State Board of Education.

Performance Evaluation

The Dean of Students & Instructional Services job performance will be evaluated annually by the President.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

BIOLOGY INSTRUCTOR

Scope

The Biology Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services.

Authority

Biology Instructor is responsible to the Dean of Students & Instructional Services through if appropriate the respective Division Chairperson.

Qualifications

1. Master's degree in Biology or Master's degree with at least 18 graduate semester hours in biology from an accredited institution.
2. Five years full-time teaching experience in biology.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Prepare paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
18. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
19. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
20. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
21. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
22. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
23. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Recommend media resources for purchase to the Division Chair.
26. Attend workshops and meetings that contribute to planned professional development.
27. Ensure safe environment for student learning.
28. Assist the division chair in identifying qualified adjunct faculty.
29. Attend faculty meetings as required.
30. Activity participates in division/college committees and campus activities.

31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*
Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.
2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*
As specified on the respective employment contract.

Performance Evaluation

The instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

BOOKSTORE MANAGER/ACCOUNTS PAYABLE/WORK ORDER CLERK
INVENTORY CLERK/RECEIVING CLERK/PROPERTY MANAGER

Authority

The Bookstore Manager/Accounts Payable/Work Order Clerk/Inventory Clerk/Receiving Clerk/Property Manager is directly responsible to the Business Manager.

Qualifications

1. A minimum of a diploma in Office Administration
2. A minimum of two years experience in higher education or similar field.
3. Physical demands require the ability to lift and move up to 50 lbs.

Minimum Qualifications

1. Diploma in business or related field
2. Ability to operate common office machines and equipment
3. Familiar with accounting procedures
4. Ability to work well with others and to work under pressure.

Major Responsibilities

1. Purchasing books and supplies for the college bookstore
2. Sales and distribution of books and supplies
3. Automated financial aid sales from the college bookstore to student records
4. Maintaining perpetual inventory of college bookstore
5. Verify college bookstore sales and prepare bank deposit
6. Issue purchase order number for approved purchase requisitions and maintain manual purchase order register
7. Verify accounts payable are in order for payment
8. Post accounts payable to computerized vendor files
9. Prepare accounts payable checks and post computerized files
10. Issue and completing/mailling purchase order
11. Posting all computerized purchase order data
12. Issue work order approval slips
13. Issue work order when work order approval slips are complete
14. Collect any deposit/payment for work orders and submit to cashier
15. Post and file work order when completed
16. Maintain manual work order register
17. Maintain storage of copy and computer paper for the college
18. Stocking supplies for copier
19. Report service needs of faculty copier
20. Maintain security codes for faculty copier
21. Supervise college work-study student or any other individuals working in the bookstore
22. Receive incoming and prepare outgoing packages.
23. Inventory Control (Manual and Computerized) when items received.
24. Physical Inventory campus wide semi-annual verify cost/availability
25. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
26. Participate in staff, division, and committee meetings as assigned.
27. Actively participate in division/college committees and campus activities.
28. Perform other duties as assigned by the President and Business Manager.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by Alabama Community College System.

Performance Evaluation

The Bookstore Manager/Accounts Payable/Work Order Clerk/Inventory Clerk/Receiving Clerk/Property Manager shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Date

Reviewed by:

Supervisor

Date

BUSINESS MANAGER

Authority

The Business Manager is directly responsible to the President.

Qualifications

1. Master's degree in business administration or related field is preferred; a Bachelor's degree in accounting is required.
2. A minimum of five years of experience at the dean/business manager level or its equivalent in postsecondary education in a management capacity, preferably finance.
3. Knowledge of management and office practices and procedures.
4. Knowledge of business and accounting procedures.
5. Ability to implement appropriate financial systems, specifically fund accounting practices.
6. Ability to manage numerous business office activities simultaneously.
7. Skill in communicating effectively verbally and in writing.
8. Ability to comprehend technical literature and processes.
9. Skill in subjective and objective evaluations of people and projects.
10. Ability to work flexible hours based on project needs.
11. Ability to set and meet deadlines and handle multiple projects concurrently.
12. Ability to follow established laws, policies and procedures.
13. Ability to function in an automated work environment.
14. Skill in effectively supervising employees in the coordination of assigned responsibilities.

Limiting Requirements

Sedentary work - exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently to lift, carry, push, pull, or otherwise move objects; manual dexterity to operate common office machines such as computer keyboards and calculators.

Major Responsibilities

The Business Manager serves as the Chief Financial Officer responsible for the development and implementation of policies; planning and administration of facilities (physical plant, maintenance, logistical services, and inventory, personnel and payroll; fiscal affairs (auditing, budgeting, cash flow, investments, contracts, accounting and purchasing); financial information services; transportation; state, federal and local reports pertaining to finance or other areas of specialization; planning; research; proposals; clerical; secretarial; and other related duties. Work is performed with considerable independence and decision-making authority.

Essential Job Functions:

1. Serves as business manager, co-signature of banking transactions, and property manager; responsible for the disbursement of and accountability for public funds, and; policy, procedure, regulation, and legal compliance issues.
2. Manages functions and staff assigned in the support services area of responsibility including administration, finance, and technical services including but not limited to:
 - a. Leases, insurance, checks, contracts, and legal agreements;
 - b. Personnel and payroll records;
 - c. Purchasing and bidding of goods, services, and equipment acquisitions;
 - d. Inventory of equipment;
 - e. Policy notifications to staff about procedural changes;
 - f. Administrative support services;
 - g. Transportation equipment; and
 - h. Janitorial, custodial, and building and grounds repair and renovations.
3. Implements system for preparation of annual budgets and financial statements for State Board of Education, Department of Postsecondary Education, State Legislative Budget Office, and others both externally and internally.
4. Implements and maintains system to provide proper project, administration and financial records for audits by the Department of Postsecondary Education, the Department of Examiners' of Public Accounts, Federal audit agencies, and others.
5. Assists other managers with internal and external financial systems management and accountability functions.
6. Provides effective supervision and development of business office, maintenance and security personnel.

7. Remains current on established federal, state and local laws, and Board policies and procedures.
8. Develops and maintains system for internal control.
9. Serves as staff resource and troubleshooter.
10. Monitors and approves expenditures for equipment, materials and resources to ensure expenditures meet organizational guidelines and objectives.
11. Plans daily/weekly work schedule.
12. Manages resources within assigned area(s) of responsibility.
13. Communicates with staff, local business representatives, government officials and the general public.
15. Accepts and manages the development and implementation of special projects, and other work-related duties and responsibilities as assigned.
16. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
17. Participate in staff, division, and committee meetings as assigned.
18. Actively participate in division/college committees and campus activities.
19. Carrying out other duties as required by the President.

Terms of Employment

Forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary placement on appropriate schedule in accordance with guidelines of the State Board of Education.

Performance Evaluation

The Business Manager' job performance will be evaluated annually by the President.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed by:

Supervisor

Date

PART-TIME BUSINESS OFFICE ASSISTANT

Authority

The Part-Time Business Office Assistant is directly responsible to the Business Manager.

Qualifications

1. A minimum of a diploma in Office Administration or equivalent program.
2. A minimum of 1 year experience in a business office environment.
3. Physical demands require the ability to lift and move up to 50 lbs.

Minimum Qualifications

1. High school diploma or GED.
2. Ability to operate common office machines and equipment.
3. Ability to work well with others.

Major Responsibilities

1. Make copies, file and organize information as requested by the Business Manager.
2. Maintain and supply paper to all copy machines on campus.
3. Assist Accounts Payable Clerk in receiving and distribution of materials and supplies to various departments on campus.
4. Responsible for copying the orientation handbook and clinical packages to be made available for resale in the RSTC Bookstore.
5. Responsible for stocking items for resale on shelves as received.
6. Assist Property Manager in conducting semi-annual equipment inventory.
7. Provide janitorial service for the Bookstore.
8. Responsibility for maintaining copies of all financial aid charges and distributing required copies to the Financial Aid Department.
9. Assemble nursing, nursing assistance, welding, cosmetology and CIS kits to be available for resale in the RSTC Bookstore.
10. Assist in ordering, receiving, packaging and delivering nursing uniforms.
11. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
12. Participate in staff, division, and committee meetings as assigned.
13. Actively participate in division/college committees and campus activities.
14. Perform other duties as required by the President, Business Manager or Chief of Campus Security.

Terms of Employment

Maximum of nineteen (19) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with hourly rate as agreed upon on annual payroll authorization.

Performance Evaluation

The Part-Time Business Office Assistant shall be evaluated annually by the Business Manager.

Will you be able to perform the essential job functions with or without reasonable accommodations? _____ Yes _____
No

Signature

Date

Reviewed by:

Supervisor

Date

CAMPUS SECURITY CHIEF

Authority

The Campus security Chief is directly responsible to the Business Manager.

Qualifications

1. A minimum of high school diploma with additional training as indicated below.
2. Valid Alabama Driver's Licensure – Class C or above.
3. A certificate of successful completion of Peace Officers Standards and Training of Basic Police Academy, including successful completion of the P.O.S.T. Physical Agility Test Battery.
4. A minimum of 10 years in law enforcement as a Patrolman, Sergeant and/or in an administrative capacity.
5. Be free of emotional, physical or mental conditions which might adversely affect the exercise of the powers of a peace officer.
6. Possess valid First Aid/CPR certifications.

Major Responsibilities

1. Maintain a secure environment for students and college personnel.
2. Have knowledge of building security procedures.
3. Investigate and complete written reports on infractions that occur on campus.
4. Apply correct procedures on campus to comply with Alabama Vehicle and Penal Code.
5. Maintain effective working relationship with staff, students and the public.
6. Communicate effectively orally and in writing.
7. Ability to respond effectively to emergency situations.
8. Dispense parking decals as required.
9. Transport students, staff, administrators in an emergency situation, and wherever needed.
10. Unlock and lock all buildings necessary for use daily – inspect to ensure buildings are secured after evening classes.
11. Record all incidents that occur into a report that is included as part of the Student Right To Know disclosure policy.
12. Enforce the policies on campus having to do with parking, speeding, accidents etc.
13. Patrol campus throughout the day and evening for visibility, which prevents unruly and illegal activity.
14. Provide 24-hour security coverage for the campus.
15. Supervise all student activity in the student center; disallow gambling, profanity and other unacceptable behavior.
16. Perform other duties as required by the President or Business Manager.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Campus security Chief shall be evaluated annually by the Business Manager.

Will you be able to perform the essential job functions with or without reasonable accommodations? _____ Yes _____
No

Signature

Date

Reviewed by:

Supervisor

Date

PART-TIME CAMPUS SECURITY

Authority

The Part-Time Campus Security is directly responsible to the Chief of Campus Security.

Qualifications

1. A minimum of high school diploma with additional training as indicated below.
2. Valid Alabama Driver's Licensure – Class C or above.
3. A certificate of successful completion of Peace Officers Standards and Training of Basic Police Academy.
4. A minimum of 5 years in law enforcement as a Patrolman, Sergeant and/or in an administrative capacity.
5. Be free of emotional, physical or mental conditions which might adversely affect the exercise of the powers of a peace officer.
6. Posses valid First Aid/CPR certifications.
7. Posses license to carry concealed weapon in State of Alabama Conecuh County.

Major Responsibilities

1. Maintain a secure environment for students and college personnel.
2. Have knowledge of building security procedures.
3. Investigate and complete written reports on infractions that occur on campus.
4. Apply correct procedures on campus to comply with Alabama Vehicle and Penal Code.
5. Maintain effective working relationship with staff, students and the public.
6. Effective communication skills, both written and oral.
7. Ability to respond effectively to emergency situations.
8. Dispense parking decals as required.
9. Transport students, staff, administrators in an emergency situation, and wherever needed.
10. Unlock and lock all buildings necessary for use daily.
11. Ensure buildings are secure to include monitoring thermostat to the appropriate settings as well as monitoring and responding to fire alarm and security alarm system.
12. Prepare a daily log report and submit to the Chief of Campus Security monthly.
13. Prepare incident reports as necessary and submit to the Chief of Campus Security timely.
14. Enforce the policies on campus having to do with parking, speeding, accidents etc.
15. Patrol campus routinely for visibility, which prevents unruly and illegal activity.
16. Supervise all students activity in the student center; disallow gambling, profanity and other unacceptable behaviors.
17. Responsible for security of Hurricane Evacuation Shelter when activated.
18. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
19. Participate in staff, division, and committee meetings as assigned.
20. Actively participate in division/college committees and campus activities.
21. Perform other duties as required by the President, Business Manager or Chief of Campus Security.

Terms of Employment

Maximum of nineteen (19) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with hourly rate as agreed upon on annual payroll authorization.

Performance Evaluation

The Part-Time Campus Security shall be evaluated annually by the Chief of Campus Security and the Business Manager.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed by:

Supervisor

Date

CHILD DEVELOPMENT AND EDUCATION INSTRUCTOR

Scope

The Child Development and Education Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Child Development and Education Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's degree in Child Development with a minimum of 18 graduate semesters' hours in Child Development from an accredited institution.
2. Minimum three years teaching experience in field.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.

28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Child Development and Education Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

COMPUTER INFORMATION SYSTEMS INSTRUCTOR

Scope

The Computer Information Systems Instructor provides instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Computer Information Systems Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. A master's degree in computer science or a master's degree with at least 18 graduate semester hours in computer science from accredited institution.
2. Ability to integrate technology into the instructional program.
3. Demonstrated knowledge of certification testing programs such as A++, Microsoft, Novell, CISCO, and MOUS.
4. Demonstrated computer repair and maintenance ability.
5. Ability to develop on-line courses, video courses, CD-ROM courses and courses taught via other nontraditional delivery methods.
6. Three years full-time experience in the computer science field required.
7. Effective oral and written communication skills are required.
8. Teaching experience is preferred.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.

25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.
28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Computer Information System Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

COMMERCIAL TRUCK DRIVING INSTRUCTOR

Scope

The Commercial Truck Driving Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Commercial Truck Driving Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Minimum Associate degree from an accredited technical or community college.
2. Minimum of five years over the road work experience.
3. Current CDL required
4. Must have knowledge of State and Federal CDL rules and regulations.
5. Must be able to maneuver tractor/trailer in difficult situations.
6. Effective oral and written communication skills are required.
7. Ability to work independently is required.
8. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.

26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.
28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Commercial Truck Driving Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

COMMERCIAL TRUCK DRIVING LAB ASSISTANT

Scope

The Commercial Truck Driving Lab Assistant has the responsibility for supporting instruction in the area to which he or she is assigned.

Authority

The Commercial Truck Driving Lab Assistant is directly responsible to the Division Chairperson.

Qualifications

1. An earned degree or diploma in Commercial Truck Driving from accredited technical or community college.
2. Minimum of three years over the road work experience.
3. Current CDL required.
4. Must have knowledge of State and Federal CDL rules and regulations.
5. Must be able to maneuver tractor/trailer in difficult situations.
6. Ability to work well with others and able to work under pressure.

Limiting Requirements

1. Ability to lift boxes weighing approximately 20-30 lb.
2. Excellent oral, auditory, and writing skills.
3. Visual ability.
4. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
5. Ability to sit and stand for prolonged periods of time.
6. Demonstrated ability to properly and safely operate departmental training equipment.

Major Responsibilities

At a minimum, the major responsibilities of the Commercial Truck Driving Lab Assistant shall include:

1. Substituting in case of departmental instructor absence.
2. Assisting assigned departmental instructors and students in laboratory exercises and hands-on training techniques.
3. Supervising and assisting assigned students on any appointed projects and repairs and ensuring safe conduct while students are performing said tasks.
4. Responsibility for general maintenance of assigned laboratory trainers and equipment.
5. Grading, filing, copying, and other clerical duties.
6. Attend workshops and meetings that contribute to planned professional development.
7. Submit a Professional Growth Plan, in accordance with guidelines for Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
8. Ensure safe environment for student learning.
9. Activity participates in division/college committees and campus activities.
10. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
11. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
12. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Technical Division Chairperson.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Commercial Truck Driving Lab Assistant's job performance will be evaluated annually by the Technical Division chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

COMPTROLLER

Authority

The Comptroller is directly responsible to the Business Manager.

Qualifications

1. A minimum of a bachelor's degree or equivalent in business or related field.
2. Five years experience in and demonstrated knowledge of governmental fund accounting.
3. Effective oral and written communication skills.
4. Positive attitude.
5. Ability to work under pressure.
6. Ability to handle multiple priorities.
7. Ability to function in an automated work environment.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Ability to move computer equipment (printers) if required.
4. Ability to climb steep stairs.

Major Responsibilities

1. Maintaining employee payroll records.
2. Maintaining employee leave files.
3. Preparing employee payrolls.
4. Preparing reports that relate to employee payroll.
5. Process Payroll Payables.
6. Reconciling bank statements.
7. Verifying bank deposits.
8. Maintaining Federal Work-Study Students payroll records.
9. Ordering & Reconciling Federal Financial Aid Funds.
10. Update cash receipts in the General Ledger.
11. Assist with the Budget and Financial Statement and other financial reporting.
12. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
13. Participate in staff, division, and committee meetings as assigned.
14. Actively participate in division/college committees and campus activities.
15. Other duties assigned by the President and Business Manager.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Comptroller shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Date

Reviewed by:

Supervisor

Date

COMPUTER SERVICES ASSISTANT

Authority

The Computer Services is directly responsible to the Director of Computer/Networking Services.

Qualifications

1. High School Diploma required.
2. Associate Degree from an accredited two-year college with a major in computer science, information services or related field, preferred.
3. Some experience with the ability to install and configure computers and computer related hardware and software, and experience configuring computers for network operations using TCPIP.
4. Ability to troubleshoot hardware and software problems.
5. Be familiar with industry standards for network communications.
6. Effective oral and written communication skills.
7. Ability to work under pressure and to work well with others.
8. Ability to handle multiple priorities.
9. Ability to travel to all campus sites when needed.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighting approximately 20-30 lbs.
3. Excellent oral, auditory and writing skills.
4. Visual ability.
5. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
6. Ability to sit and stand for prolonged periods of time.
7. Ability to manage stress and time well.
8. Ability to be discreet and to maintain strict confidentiality for all matters associated with the network, management information system, and web site.

Major Responsibilities

1. Ensure that all network and technology related equipment is installed, repaired, and tested in accordance with pertinent industry standards and kept in good working order.
2. Develop and maintain an equipment repair and service log system for all technology related equipment.
3. Provide Help desk support services to all College personnel (both over phone, e-mail, and in person).
4. Ensure that all assigned repairs and technical support calls are completed competently and in a timely manner.
5. Assist in maintaining inventory of all technology related equipment.
6. Serve on and provide information to College committees as needed.
7. Ensure that all assigned repairs and technical support calls are completed competently and in a timely manner.
8. Participate in professional development activities.
9. Work closely with vendors, equipment manufacturers, consultants, and state agencies to help facilitate the installation, operation, and maintenance of technology related equipment as directed.
10. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
11. Participate in staff, division, and committee meetings as assigned.
12. Actively participate in division/college committees and campus activities.
13. Perform other duties as assigned by the President, Dean of Students & Instructional Services and Director of Computer/Networking Services.

Terms of Employment

Minimum of forty (40) clock hours per week, 12 months a year; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Computer Services Assistant shall be evaluated annually by the Director of Computer/ Networking Services.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed by:

Supervisor

Date

CAREER COACH (CAREER TRANSITION SPECIALIST)

Scope

The Career Coach (Career Transition Specialist) will assist students with career assessment tools, career exploration activities, exposure to area businesses tools, and industry environments, and college experiences such as applications, enrollment and financial aid.

Authority

The Career Coach (Career Transition Specialist) is directly responsible to the Assistant Dean of Institutional Effectiveness/COC.

Minimum Qualifications

At a minimum, the employee employment qualifications shall be in accordance with the applicable certification/credential requirements promulgated in the state policy manual of the Alabama Community College Board of Trustees and the Alabama Community College System.

Qualifications

1. Bachelor's degree in education, marketing, communication or related field required.
2. Master's degree preferred.
3. Experience in education setting preferred.
4. Effective human relations skills; professionalism, enthusiasm, and commitment to career exploration required.
5. Effective oral and written communication preferred.
6. Knowledge of current employment trends preferred.
7. Knowledge of Reid State Technical College and the Alabama Community College System.
8. Knowledge of technical programs and curriculum.
9. Knowledge of the Department of Labor "16 Career Cluster's concept preferred.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Represent Reid State Technical College and promote The Career Transitions Program in local high schools.
2. Assist high school, and adult education students with career assessments and career exploration activities.
3. Collaboratively develop effective presentations and activities to facilitate career exploration activities and soft skills training.
4. Conduct classroom presentation in the college, area high schools and career centers.
5. Schedule and host business, industry and college tours for high schools and prospective students.
6. Coordinate job shadowing opportunities for high school students in conjunction with the local school.
7. Develop and maintain partnerships with agencies and organizations affiliated with the Career Transitions Program.
8. Engage in career assessment training and continuously monitor enrollment processes at the College.
9. Regularly engage in professional learning activities and actively seek information about developing trends and ideas.
10. Use technology effectively for word processing, record-keeping, instructional applications, electronic communication, information and data management.
11. Comply with policies of the Alabama Community College System Board of Trustees, the Alabama Community College System, and the College.
12. Travel to service area schools and training sessions.
13. Activity participates in division/college committees and campus activities.
14. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off campus.
15. Participate in staff, division, and committee meetings as assigned.
16. Assist Reid State Technical College students with Job Placement Opportunities.
17. Other duties as assigned by the President and Assistant Dean of Institutional Effectiveness/COC.

Terms of Employment

Maximum of twenty nine (29) clock hours per week, depending on the employment; salary to be in accordance with pertinent schedule by the Alabama Community College System.

Performance Evaluation

The Career Coach (Career Transition Specialist) job performance will be evaluated annually by the Assistant Dean of Institutional Effectiveness.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

DIRECTOR OF HUMAN RESOURCES

Authority

The Director of Human Resources is directly responsible to the President.

Qualifications

1. A Bachelor's Degree with a major in Human Resources or related field required; including a minimum of ten (10) years of progressive work experience in human resources practices, procedures, and legal processes. Master's Degree in Human Resources or business related field preferred; including a minimum of ten (10) years of progressive work experience in human resources practices, procedures, and legal processes is preferred.
2. Ten (10) years of successful experience in human resources, office management or administration required; experience in postsecondary education required.
3. High level of skill with computer applications, including MS Word, Excel, PowerPoint. Working knowledge of AS400 preferred.
4. Ability to perform tasks requiring judgment and confidentiality required.
5. Ability to communicate effectively verbally and in writing.
6. Ability to interact professionally with co-workers, general public, and others as required.
7. Knowledge of personnel policies and procedures as it relates to the Alabama Community College System and Alabama State Board of Education required.
8. Experience with recruiting/hiring policies and procedures prescribed in the Alabama College System Uniform Guidelines, required.
9. Expert knowledge of current employment laws, including EEOC and ADA laws and ability to integrate that knowledge into current policies and procedures.
10. Ability to meet deadlines and handle multiple human resources functions.
11. Ability to work independently without supervision.

Major Responsibilities

The Director of Human Resources manages all human resources functions, including policies, procedures, regulations, legal compliance issues, and personnel selection guidelines. This position requires an individual with considerable initiative, independent judgment, and interpersonal skills in working with employees at all levels and the general public. Work is performed with considerable independence and decision-making authority.

Essential Job Functions:

1. Manages all Human Resources activities, including policies, procedures, regulations, and legal compliance issues.
2. Advises the President of any potential Human Resources problems or irregularities and provides assistance with resolutions.
3. Advises the President on personnel procedures and staff issues as needed.
4. Manages employees' personnel records, including employee maintenance, additions and terminations.
5. Coordinate human resources processes and data with the Business Office to ensure records are accurate.
6. Manages and keep confidential all employee information and permanent personnel files according to Alabama State Board of Education policies.
7. Manages and processes all required paperwork for processing of new employees.
8. Manages all areas of employment procedures for the College to ensure the college's compliance with the Uniform Guidelines of the Alabama Community College System.
9. Manages all advertisement procedures concerning vacancies for full and part-time positions for the College including preparation and distribution of job announcements, maintenance of search committees' files and selecting search committees with all aspects of the employment process.
10. Responsible for preparation of employee packets for new employees.
11. Responsible for verifying employees through E-Verify – I-9 Form.
12. Responsible for reporting new hires and rehires to the Alabama Department of Industrial Labor.
13. Responsible for verifying Selective Service.
14. Responsible for processing background checks and obtaining background check fee from new employees.
15. Responsible for generating Letter of Appointments and Payroll Authorizations, and give copy to Payroll Department.
16. Provides Human Resources presentations for faculty and staff.
17. Update professional development activity records for faculty and staff.
18. Responsible for maintenance of job descriptions for all College positions.

19. Responsible for new employee orientation.
20. Responsible for annual performance evaluations are conducted for all employees.
21. Responsible for annual update of the College Policy Manual.
22. Meets professional obligations through efficient work habits such as meeting deadlines, honoring schedules, coordinating resources and meetings in an effective and timely manner, and demonstrating respect for others.
23. Participate in professional development activities.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Activity participate in division/college committees and campus assigned.
26. Other duties and responsibilities as assigned by the President.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months a year depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Director of Human Resources shall be evaluated annually by the President.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

COORDINATOR OF TESTING, WEB & MARKETING

Authority

The Coordinator of Testing, Web & Marketing is directly responsible to the Associate Dean of Community and Workforce Development.

Qualifications

1. An Associate Degree in Computer Information Systems or related field from an accredited institution is required, a Bachelor Degree is preferred.
2. Three years successful full-time work experience in the field is required.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to handle multiple priorities.
6. Demonstrate proficiency in computer software.
7. Excellent interpersonal skills.
8. Ability to work under pressure.
9. Valid Alabama driver's license and good driving record.

Major Responsibilities

1. Preparation and placement of press releases.
2. Development of articles and publication of college materials.
3. Direct contact with prospective students through telephone marketing campaigns.
4. Guide visitors on campus tours.
5. Employer contact for student job placement.
6. Development of marketing materials.
7. Dissemination of college materials and information to college prospects.
8. Preparation of presentations to prospective students.
9. Attendance at college/high school marketing events.
10. Assist in TEBI, registration and other support functions.
11. Coordination of college representation at area events.
12. Preparation and mailing of college information.
13. Follow-up of inquiries.
14. Assembling historical data and published articles.
15. Develops and manages the production of the RSTC Website.
16. Create and manage web content and development.
17. Responsible for the design of RSTC web pages, including graphics, animation and functionality.
18. Work with all departments and division to ensure their content is updated.
19. Keeps web page current by submitting timely updates and requesting removal of outdated items.
20. Coordinating the Mandatory Assessment and Placement program to include ACT, ASSET, COMPASS, and CPAT – Ability to Benefit.
21. Administer and develop, schedule all ASSET, COMPASS, Meyers-Briggs, Workkeys and Ability to Benefit tests, to include coordinating assignments of proctors.
22. Serve as chief examiner for the GED testing program to include signing contract, ordering materials, maintaining security, scheduling and announcing test, identifying test candidates, conducting testing, and reporting test results, inventorying and checking tests, returning materials to GEDTS, reporting irregularities, appointing proctors and submitting statistical reports.
23. Maintain and submit reports and records as required.
24. Responsible for general maintenance of assigned laboratory.
25. Proctor and score ASSET/COMPASS and other placement tests.
26. Maintain and order testing materials.
27. Scan test records, input into mainframe, and distribute hard copies of test results.
28. Proctor challenge exams as assigned.
29. Assist on the development of on-line courses.
30. Serve on various college/community committees as required.
31. Participate in professional development activities.
32. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.

33. Participate in staff, division, and committee meetings as assigned.
34. Actively participate in division/college committees and campus activities.
35. Other duties as assigned by the President and Associate Dean of Community and Workforce Development.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Coordinator of Testing , Web & Marketing shall be evaluated annually by the Associate Dean of Community and Workforce Development.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Reviewed By:

Signature

Date

Supervisor

Date

COSMETOLOGY ASSISTANT

Scope

The Cosmetology Assistant provides instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services.

Authority

Cosmetology Assistant is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. A diploma in cosmetology from an accredited technical or community college.
2. Must have a current Cosmetology Instructor license.
3. Three years full-time experience in the cosmetology field required.
4. Demonstrated expertise in subject specialty area is required.
5. Effective oral and written communication skills are required.
6. Ability to work independently is required.
7. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructor shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain the appropriate professional licensure and/or certification for Cosmetology.
3. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
6. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
7. Ensure safe environment for student learning.
8. Maintains inventory records of equipment and teaching components in working order.
9. Maintains cleanliness and good housekeeping practices in assigned teaching areas (classrooms and laboratories).
10. Provide laboratory instruction in accordance with approved course outlines.
11. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
12. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
13. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
14. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
15. Participate in the planning of effective long-range and short term goals for the department and college.
16. Post and maintain appropriate office hours in accordance with policy.
17. Provide course syllabi to and discuss with all students in each class assigned.
18. Maintain accurate class attendance and grade records.
19. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
22. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
23. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Recommend media resources for purchase to the division chair.
26. Attend workshops and meetings that contribute to planned professional development.
27. Ensure safe environment for student learning.
28. Assist the division chair in identifying qualified adjunct faculty.
29. Attend faculty meetings as required.
30. Activity participates in division/college committees and campus activities.

31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

As specified on the respective employment contract.

Performance Evaluation

The Cosmetology Assistant's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations? _____ Yes _____
No

Signature

Date

Reviewed By:

Supervisor

Date

COSMETOLOGY INSTRUCTOR

Scope

The Cosmetology Instructor provides instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Cosmetology Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. A bachelor's degree.
2. A diploma in cosmetology from an accredited technical or community college.
3. Must have a current Cosmetology Instructor license.
4. Three years full-time experience in the cosmetology field required.
5. Demonstrated expertise in subject specialty area is required.
6. Effective oral and written communication skills are required.
7. Ability to work independently is required.
8. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain the appropriate professional licensure and/or certification for Cosmetology.
3. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Submit to the immediate supervisor a course syllabus for each course taught every semester.
6. Provide classroom and laboratory instruction in accordance with approved course outlines.
7. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
8. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
9. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
10. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
11. Participate in the planning of effective long-range and short term goals for the department and college.
12. Post and maintain appropriate office hours in accordance with policy.
13. Maintain updated course notebooks for all courses taught.
14. Provide course syllabi to and discuss with all students in each class assigned.
15. Maintain updated course syllabi for all courses assigned.
16. Maintain accurate class attendance and grade records.
17. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
18. Advise students in completing plans of study, course scheduling, and career advisement.
19. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
20. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
21. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
22. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
23. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
24. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
25. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.

26. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
27. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
28. Recommend media resources for purchase to the Division Chair.
29. Attend workshops and meetings that contribute to planned professional development.
30. Ensure safe environment for student learning.
31. Assist the division chair in identifying qualified adjunct faculty.
32. Attend faculty meetings as required.
33. Activity participates in division/college committees and campus activities.
34. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
35. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Cosmetology Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

FISCAL OFFICE ACCOUNTANT

Authority

The Fiscal Office Accountant is directly responsible to the Business Manager.

Qualifications

1. A minimum of a bachelor's degree in Business Administration, Accounting or related field.
2. Seven years experience in and demonstrated knowledge of governmental fund accounting.
3. Effective oral and written communication skills.
4. Demonstrated proficiency in mainframe accounting software, Lotus, Excel, or other spreadsheets.
5. Experience in receipting funds.
6. Experience in computerized inventory control.
7. Positive attitude.
8. Ability to work under pressure.
9. Ability to handle multiple priorities.
10. Team player.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Ability to move computer equipment (printers) if required.

Major Responsibilities

1. Prepare monthly billings and invoices for Federal Programs.
2. Assist with Federal budgets.
3. Calculate and process cash paying students refunds.
4. Calculate and process return of Title IV Funds.
5. Maintain physical inventory and prepare fiscal year-end report.
6. Prepare annual expenditure report for Federal Program.
7. Calculate and process sales tax returns.
8. Process and disburse Federal Financial Aid credit balances to students.
9. Process payment of Title IV Funds to College.
10. Process and maintain returned checks.
11. Assist Financial Aid with issues relating to cash receipting and business office.
12. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
13. Participate in staff, division, and committee meetings as assigned.
14. Actively participate in division/college committees and campus activities.
15. Other duties assigned by the President and Business Manager

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Fiscal Office Accountant shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

MAINTENANCE SUPERVISOR

Authority

The Maintenance Supervisor is directly responsible to the Business Manager.

Qualifications

1. A minimum of high school diploma/GED certificate required
2. Five years experience in building maintenance and custodian service
3. Good physical health and manual dexterity is required
4. Demonstrate basic literacy skills
5. Valid Alabama driver's license and good driving record
6. Physical demands requires ability to lift and move 50 lbs. and agility to climb 12 ft. ladder

Major Responsibilities

1. Order and maintain an adequate inventory of janitorial supplies.
2. Maintain the integrity of buildings equipment, grounds and enhance the learning environment and the overall image of the college.
3. Supervise the maintenance staff.
4. Conduct regular inspections of air condition filters and building roofs and recommend required action.
5. Repair and maintain plumbing, physical structure and grounds.
6. Schedule regular preventive maintenance for college's vehicles and lawn care equipment.
7. Assist with surplus property storage and disposal.
8. Assist in major renovation and construction projects.
9. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
10. Participate in staff, division, and committee meetings as assigned.
11. Actively participate in division/college committees and campus activities.
12. Other duties assigned by the President or Business Manager

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Maintenance Supervisor shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Date

Reviewed by:

Supervisor

Date

MAINTENANCE TECHNICIAN

Authority

The Maintenance Technician is directly responsible to the Maintenance Supervisor.

Qualifications

1. A minimum of high school diploma/GED certificate required
2. Demonstrate basic literacy skills
3. One year experience in janitorial work desirable
4. Good physical health and manual dexterity required
5. Knowledgeable in operation of common lawn and custodial equipment
6. Ability to do heavy manual labor and outdoor work
7. Follow oral or written instructions
8. Licensed to drive a vehicle
9. Maintain good working relationship with fellow employees and supervisor
10. Physical demand to lift/move 50 lbs. and climb 12 ft. ladder

Major Responsibilities

1. Sweep, mop, strip, wax and buff floors.
2. Dust and polish furniture.
3. Clean woodwork, fixtures and equipment.
4. Vacuum and clean carpet.
5. Empty and clean waste receptacles.
6. Clean rest rooms to include commodes, urinals, sinks, walls, mirrors, fixtures, floors, doors and waste receptacles.
7. Stock and maintain supplies in rest rooms.
8. Move and arrange furniture, instructional equipment, and assist in unloading incoming freight.
9. Set-up tables, chairs and other equipment for special meetings or events.
10. Pick up refuse from grounds.
11. Use power equipment or hand tools in maintaining campus grounds.
12. Maintain custodial supplies and equipment.
13. Notify supervisor concerning need for repairs.
14. Clean markerboards/chalkboards and trays.
15. Dust and clean window blinds.
16. Wash windows, walls, doors, and partitions.
17. Dust and clean display and bulletin boards.
18. Collect trash and deposit in campus dumpster.
19. Work flexible schedule to include day and/or evening hours.
20. Raise/Lower College Flags.
21. Keep flags in presentable appearance.
22. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
23. Participate in staff, division, and committee meetings as assigned.
24. Actively participate in division/college committees and campus activities.
25. Other related duties, as may be required by the Supervisor, Business Manager and/or President.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

Maintenance Technician shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

DIRECTOR OF COMPUTER SERVICES/NETWORKING

Scope

The Director of Computer Services/Networking is responsible for installing and maintaining technology related equipment as well as maintaining the college website and network systems.

Authority

The Director of Computer Services/Networking is responsible to the Dean of Students & Instructional Services.

Qualifications

1. Bachelor's Degree from an accredited institution is desired, or Cisco Certified Design Associate and Cisco Network Professional with experience in network security.
2. Associate Degree in computer science, information services or related field required.
3. Minimum three years experience with the ability to install and configure computers and computer related hardware and software, and experience configuring computers for network operations using TCP/IP.
4. Experiences in troubleshooting issues in computer/networking issues are required.
5. Experience in implementation of voice over internet protocol is required.
6. Experience in Nortel PBX option 11 – 71 solutions is required.
7. Knowledge in TCP/IP implementation in ISP environment is required.
8. Knowledge in using software tools in analyzing network issues is required.
9. Cisco Certified Internet work Expert
10. An understanding of and commitment to the philosophy and mission of the community college system.
11. Successful problem-solving skills.
12. Effective oral and written communication skills are required.
13. Strong interpersonal skills, required.
14. Ability to handle multiple priorities.
15. Ability to travel to all campus sites when needed.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighting approximately 20-30 lbs.
3. Excellent oral, auditory and writing skills.
4. Visual ability.
5. Manual dexterity to office equipment such as computer keyboards, calculators, copiers, and fax machines.
6. Ability to sit and stand for prolonged periods of time.
7. Ability to manage stress and time well.
8. Ability to be discreet and to maintain strict confidentiality for all matters associated with the network, management information system, and web site.

Major Responsibilities

1. Responsible for networking and computer services for entire campus and outlying sites.
2. Responsible for the architectural design of the enterprise network as it relates to wireless technology and security.
3. Responsible for the implementation and maintenance of PIX, IDS, security agents, telephone switches, and wireless network access.
4. Responsible for the implementation and maintenance of all technology.
5. Responsible for PBX.
6. Responsible for troubleshooting network security, phone, and wireless issues.
7. Responsible for network documentation.
8. Responsible for the implementation of new technologies in new buildings.
9. Responsible for continuous improvement in methods of network security voice solutions, etc.
10. Responsible for configuration, upgrade, maintenance, and support of MAT Telecomm switch management software.
11. Responsible for maintaining all records associated with user access to networks such as user accounts and email accounts.
12. Responsible for assisting and training users in the operation of all network and videoconference equipment.
13. Maintain competence in new software and hardware technologies through self study and participation in workshops and seminars.
14. Provide leadership in the planning, developing, designing, and testing of web applications.

15. Day-to-day maintenance, management, monitoring and updating of web content and systems infrastructure.
16. Write queries as needed by the Dean of Students & Instructional Services and President.
17. Serve on and provide information to College committees as needed.
18. Ensure that all assigned repairs and technical support calls are completed competently and in a timely manner.
19. Recommend changes to existing systems or implementation of new systems as needed to improve the efficiency of the network, management information system, or web site.
20. Participate in professional development activities.
21. Work closely with vendors, equipment manufacturers, consultants, and state agencies to help facilitate the installation, operation, and maintenance of technology related equipment as directed.
22. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
23. Participate in staff, division, and committee meetings as assigned.
24. Actively participate in division/college committees and campus activities.
25. Perform other duties as assigned by the President, and Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, 12 months a year; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Director of Computer Services/Networking shall be evaluated annually by the Dean of Students & Instructional Services.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed by:

Supervisor

Date

DIRECTOR OF FINANCIAL AID

Scope

The Director of Financial Aid is responsible for coordinating all financial aid programs application, award, notification, and recordkeeping.

Authority

The Director of Financial Aid is directly responsible to the Associate Dean of the Students/Enrollment Management.

Minimum Qualifications

1. Master's degree from a regionally accredited institution, preferably in Business, Finance, Accounting, Counseling, Social Sciences, or a related field.
2. Three years' experience in financial aid, business, accounting, or a related field.
3. Ability to represent the College with external groups.
4. Proficient in public speaking.
5. Ability to communicate effectively both orally and in writing, with persons from diverse backgrounds; proficient in the English language.
6. Proficient use of the Microsoft Office suite.

Limiting Requirements

1. Manual dexterity to operate common office equipment such as computer and calculator.
2. Visual and auditorally able to counsel students and complete extensive paperwork and reporting.
3. Able to perform comprehensive numerical calculations.

Major Responsibilities

1. Prepares institutional, state, and federal reports pertaining to all financial aid programs.
2. Assists with maintenance of all records and administration of the Pell Grant Program, the college work-study program and the federal SEOG program.
3. Assists with the application process for funding of financial aid programs.
4. Counsels students in the financial aid application process, answering questions, assisting with completion of applications, and all other financial aid issues.
5. Coordinates the administration of all Title IV programs.
6. Coordinates the notification of all recipients of awards.
7. Supervise communications with students and prospective students for financial aid.
8. Participate in professional development activities.
9. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
10. Participate in staff, division, and committee meetings as assigned.
11. Actively participate in division/college committees and campus activities.
12. Perform other duties as assigned by the President and Dean of Students & Instructional Service.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Director of Financial Aid's job performance will be evaluated annually by the Dean of Students & Instructional Services.

Will you be able to perform the essential job functions with or without reasonable accommodations? ☐ Yes ☐ No

Signature

Date

Reviewed by:

Supervisor

Date

DIRECTOR OF RECRUITING/PLACEMENT & RETENTION

Authority

The Director of Recruiting/Retention & Placement is directly responsible to the Dean of Students & Instructional Services.

Qualifications

1. Master's degree in education administration, student personnel, or related field from an accredited institution is required.
2. Effective oral and written communication skills, required.
3. Demonstrated proficiency with 35 mm and digital photography, required.
4. Valid Alabama driver's license and reliable transportation, required.
5. Demonstrated proficiency in graphic arts design, required.
6. Knowledgeable in web design.
7. Ability to accommodate a flexible work schedule, required.
8. Possess a working knowledge of state's service area
9. Proficient use of the following and/or similar software applications, desired:
Word, Access, PowerPoint, Excel, Adobe Illustrator & Photo Shop

Communication skills

1. Effective oral and written communication skills.
2. Effective reading comprehension skills.
3. Communicate with auditory skills.
4. Visual ability.
5. Manual dexterity.
6. Exhibit emotional control and stability.
7. Effective stress management and copying ability.
8. Demonstrated knowledge of the English language including grammar, word usage, syntax, and sentence structure.
9. Mastery of appropriate computer operation and skills.
10. Operate a motor vehicle.
11. Ability to lift and move materials weighing up to thirty pounds.
12. Sit for extended periods of time, stand for extended periods of time.
13. Capable of mobility, bend, kneel, reach.
14. Utilize telephone system.
15. Utilize and fully maintain filing system.
16. Utilize and fully maintain database systems.
17. Operate standard office machines (i.e., copier, fax machine, etc.)
18. Operate multi-media equipment (i.e., television, VCR, DVD, camcorder, digital camera, etc.)

Major Responsibilities

Primary Recruiting Responsibilities (including, but not limited to)

1. Visit each high school in the Reid State service area on a continuous and timely basis.
2. Conduct high school and community presentations for prospective students, parents and local constituents.
3. Establish and maintain a professional rapport with high school teachers, counselors, and administrators.
4. Promote the College through informative presentations, seminars, and promotional activities in local high schools.
5. Assist with the conducting of on-campus presentations, seminars, promotional activities, and tours for prospective students, parents, civic organizations, and other interested parties.
6. Maintain a current and accurate recruiting database.
7. Coordinates recruiting contacts with prospective students in accordance with the College's established recruiting plan.
8. Provide database information on prospective students to various departments and assist with follow-up.
9. Work with and interview prospective student recruiters.
10. Provide training for students selected to assist with recruiting initiatives.
11. Assist in the coordinating of the high school visit and other on-campus initiatives.
12. Assist with proofing and editing all marketing related materials.
13. Assist with production of quality photographs in digital form.
14. Assist with placement of all advertising, electronic and print, classified and display or the College.

15. Assist with coordination of outreach projects, including the distribution of marketing materials, implementation of special promotions.
16. Assist with the coordination of the College's Speakers Bureau.
17. Conduct admission activities.
18. Manage the process of prospective students.
19. Coordinate the contact, phone, and walk-in inquirers.
20. Assist with financial aid options.
21. Follow-up of all inquiries on applications, documentation and registration.
22. Counsel students on registration process.
23. Visit human resources departments, libraries, state employment agencies and organizations in service area.
24. Coordinate scholarship presentations.
25. Assist with the planning and development of the College's printed marketing materials including, but not limited to: brochures, programs, direct-mail-outs, tickets, College Catalog, credit and non-credit class schedules, and other related materials.

Primary Retention & Placement Responsibilities (including, but not limited to)

1. Serve as central source of information for College activities and events to the college staff and students.
2. Collect and record follow-up information on graduates and non-graduates as required by COE and SACS, and prepare statistical reports of same.
3. Assist Reid State Technical College students in obtaining gainful, stable, permanent employment in their chosen occupational areas.
4. Maintain a placement and follow-up records for each program area.
5. Maintain a job placement manual.
6. Design and implement a student tracking system that will provide reports required by federal student disclosure regulations regarding program completion, job placement, and certification/registry exam scores.
7. Assist in developing written reports, news release, and feature stories to facilitate print and broadcast opportunities for the College.
8. Assist with scheduling and coordinating interviews to promote College initiatives in print and broadcast media.
9. Participate in College representation of area fairs, festivals, and events in service area.
10. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
11. Participate in staff, division, and committee meetings as assigned.
12. Actively participate in division/college committees and campus activities.
13. Perform other duties as assigned by the President and Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Director of Recruiting/Retention & Placement shall be evaluated annually by the Dean of Students & Instructional Services/Enrollment Management.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature
Reviewed by:

Date

Supervisor

Date

ENGLISH INSTRUCTOR

Scope

The English Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

English Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's degree in English or Master's degree with at least 18 graduate semester hours in English from an accredited institution.
2. Three years full-time teaching experience in English.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of English instructor shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Prepare paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
18. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
19. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
20. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
21. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
22. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
23. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Recommend media resources for purchase to the Division Chair.
26. Attend workshops and meetings that contribute to planned professional development.
27. Ensure safe environment for student learning.
28. Assist the division chair in identifying qualified adjunct faculty.

29. Attend faculty meetings as required.
30. Activity participates in division/college committees and campus activities.
31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The English instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

EXECUTIVE ASSISTANT TO THE PRESIDENT

Authority

The Executive Assistant to the President is directly responsible to the President.

Qualifications

1. Possession of a two-year college diploma in Office Administration or related field as required; a bachelor degree is preferred.
2. Demonstrate typing and word processing (60 wpm) skills.
3. Knowledge and skill in records management system.
4. Ability to operate common office machines and equipment.
5. Proficiency with communication skills.
6. Ability to work well with others and to work under pressure.

Limiting Requirements

1. Ability to move 30 pound piece of office equipment from floor to desk.
2. Ability to greet visitors and to escort them to various offices.

Major Responsibilities

1. Handle correspondence for the President.
2. Place telephone calls for the President and screen calls when necessary.
3. Maintain databases and mailing lists, etc., for the President.
4. Type or word process reports and/or grant proposals as required.
5. Maintain calendar of events and coordinate events for facilities.
6. Supervise switchboard; assist with answering switchboard at lunch and other times when the operator is out.
7. Assist business manager with correspondence, e.g., letters, memos; design forms; enter data using Microsoft Office Excel.
8. Collect and enter information monthly for employee calendar.
9. Compose correspondence to internal and external stakeholders from the President.
10. Brief cabinet in absence of President on specific short-term directions.
11. Desktop publish documents, forms, brochures, certificates, etc. as required.
12. Maintain employee professional development files on computer.
13. Route all mail addressed to the President to the appropriate offices.
14. Record and type minutes of meetings as required.
15. Maintain birthday listing of current employees; prepare birthday cards and deliver on appropriate dates.
16. Participate in committee assignments as requested.
17. Coordinate visitors to campus to meet with the President.
18. Maintain schedule of appointments for the President.
19. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
20. Participate in staff, division, and committee meetings as assigned.
21. Actively participate in division/college committees and campus activities.
22. Perform other duties as deemed appropriate and necessary by the President.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Executive Assistant to the President shall be evaluated annually by the President.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Reviewed by:

Supervisor

Date

Date

FINANCIAL ASSISTANT

Authority

The Financial Assistant is directly responsible to the Dean of Students & Instructional Services/Enrollment Management.

Qualifications

1. Associate's Degree from an accredited institution in office administration or related field is **required**.
2. Proficiency using Microsoft Office Suite is **required**.
3. Ability to operate office machines and equipment.
4. Proficiency in oral and written communication.
5. Ability to work well with others and to work under pressure.

Limiting Requirements

1. Manual dexterity to operate office equipment such as computer keyboards, fax machines, copiers, and calculators.
2. Visually, auditorally, and vocally able to perform the duties of the financial assistant.
3. Ability to sit and stand for prolonged periods of time.
4. Required at time of employment to sign a confidentiality agreement.

Major Responsibilities

1. Process WIA Program participants as follows:
 - Type Participant Time Sheets of student's schedules each semester.
 - Calculate time student has attended class for two-week pay period.
 - Prepare Participant Time and Attendance Sheets to be mailed to Montgomery.
 - Send memos to instructors to mark time and attendance sheets for students.
 - Prepare WIA contracts and obtain students signatures; make copies and mail to Montgomery.
 - Mail copies to Participant Time Sheets to appropriate Assessment Center.
 - Prepare termination form when student graduates or withdraws and mail copy to assessment center and to Postsecondary.
 - Mail copy of student's grades to assessment center at the end of each semester.
 - Mail a copy of each student's schedule for the current semester.
2. Process Employee and Dependent tuition waivers.
3. Maintain records and prepare invoices at the end of each semester for financial aid programs: Federal Rehabilitation, State Rehabilitation, Adult Vocational Rehabilitation, Alabama GE, Organized Community Action Program, and any private scholarships awarded to a student.
4. Process TAA Program records to include:
 - Preparing letter of estimated cost of attendance for student to present to employment office.
 - Preparing TRA 2 contract and mail to Department of Industrial Relations.
 - Preparing 858 A form each week for student to sign, mark attendance and mail to Department of Industrial Relations.
 - Preparing attendance sheets each week for instructors to mark student's attendance.
 - Preparing invoice at the end of each semester for tuition, fees, books, supplies and mail any necessary copies of backup information to Department of Industrial Relations for payment.
 - Preparing termination forms when a student graduates or withdraws and mail to assessment center and Department of Industrial Relations.
5. Invoice Prepaid Affordable College Tuition Program (P.A.C.T.)
6. Complete and manage computerized reporting such as IPEDS and Perkins.
7. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
8. Participate in staff, division, and committee meetings as assigned.
9. Actively participate in division/college committees and campus activities.
10. Participate in professional development activities.
11. Other duties as assigned by the President, or Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Financial Assistant will be evaluated annually by the Dean of Students & Instructional Services.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Date

Reviewed by:

Supervisor

Date

HEALTH CAREERS STUDENT ADVISOR & LAB ASSISTANT

Scope

The Health Careers Student Advisor & Lab Assistant has the responsibility for supporting instruction in the Practical Nursing Division.

Authority

The Health Careers Student Advisor & Lab Assistant is directly responsible to the Dean of Students & Instructional Services Program/Division Chairperson.

Qualifications

1. Diploma in Practical Nursing from an accredited institution is required.
2. Unencumbered Alabama practical nursing license.
3. Demonstrated ability to properly and safely operate departmental training equipment.
4. Effective oral and written communication skills.
5. Ability to work well with others and able to work under pressure.
6. Demonstrated ability to properly and safely operate departmental training equipment.
7. Demonstrated knowledge of the Alabama Community College nursing program's admission and progression guidelines.

Limiting Requirements

Must be able to hear and accurately count, describe, and discriminate auscultatory sounds; can hear high and low frequency sounds; can see different color spectrums and color changes; can read numbers and letters in fine print; can discern tremors or vibrations; can palpate and count pulse; can discern physical characteristics through touch; can smell body and environmental odors; can stand and walk for 8 hours or more in a clinical laboratory; can position, lift and transfer patients without injury to self, patient or others; can push or pull heavy objects such as an occupied hospital bed, without injury to patient, self or others; can lift 40 pounds; other essential functions as specified for students in the Reid State catalog; must be visually and auditorally able to perform common tasks associated with teaching. Must possess a current Licensed Practical Nurse certificate and comply with qualifications and regulations of the Alabama Board of Nursing.

Major Responsibilities

At a minimum, the major responsibilities of the Health Careers Student Advisor & Lab Assistant shall include:

1. Substituting in case of departmental instructor absence.
2. Maintain unencumbered Alabama practical nursing license.
3. Properly advise students on admission, progression, and transfer policies of the health careers department and the Alabama Community College system guidelines.
4. Assist in maintaining applications, admission and health records of students in the health careers department.
5. Assist new and returning students in completing the registration process.
6. Send letters to new applicants: Admission letters, pre-nursing tract letters, orientation letters, registration letters, and other letters concerning new applicants.
7. Assisting assigned departmental instructor and students in laboratory exercises and hands-on training techniques.
8. Supervising and assisting assigned students on any appointed projects and equipment in the respective department.
9. Grading, filing, copying, and other clerical duties.
10. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
11. Participate in staff, division, and committee meetings as assigned.
12. Actively participate in division/college committees and campus activities.
13. Participate in professional development activities.
14. Other duties as assigned by the President, Dean of Students & Instructional Services or Division Chairperson.

Terms of Employment

Forty clock hours (40) per week, twelve (12) months depending on the employment agreement. Placement on state salary schedule to be in accordance with guidelines of the State Board of Education.

Performance Evaluation

The Health Careers Student Advisor & Lab Assistant's job performance will be evaluated annually by the Dean of Students & Instructional Services Program/Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

HEALTH SCIENCE INSTRUCTOR

Scope

The Health Sciences Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services.

Authority

Health Sciences Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective division chairperson.

Qualifications

1. Bachelor's Degree in Nursing from an accredited institution is preferred.
2. Associate Degree in Nursing from an accredited institution is required.
3. Unencumbered Alabama registered nurse license.
4. Three (3) years of successful full-time experience in the Nursing field.
5. Effective oral and written communication skills are required.
6. Evidence of current nursing knowledge, clinical skills and teaching competence.
7. Postsecondary teaching experience.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain unencumbered Alabama registered nurse license.
3. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Submit to the immediate supervisor a course syllabus for each course taught every semester.
6. Provide classroom and laboratory instruction in accordance with approved course outlines.
7. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
8. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
9. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
10. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
11. Participate in the planning of effective long-range and short term goals for the department and college.
12. Post and maintain appropriate office hours in accordance with policy.
13. Maintain updated course notebooks for all courses taught.
14. Provide course syllabi to and discuss with all students in each class assigned.
15. Maintain updated course syllabi for all courses assigned.
16. Maintain accurate class attendance and grade records.
17. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
18. Advise students in completing plans of study, course scheduling, and career advisement.
19. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
20. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
21. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
22. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
23. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
24. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
25. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
26. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.

27. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
28. Recommend media resources for purchase to the Division Chair.
29. Attend workshops and meetings that contribute to planned professional development.
30. Ensure safe environment for student learning.
31. Assist the division chair in identifying qualified adjunct faculty.
32. Attend faculty meetings as required.
33. Activity participates in division/college committees and campus activities.
34. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
35. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Health Sciences Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

INDUSTRIAL ELECTRICITY/ELECTRONIC INSTRUCTOR

Scope

The Industrial Electronic/Electricity Instructor provides instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Industrial Electronic/Electricity Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division chairperson.

Qualifications

1. A minimum of an Associate Degree in Industrial Electricity or related field from an accredited institution is required.
2. A minimum of three (3) years successful full-time work experience in the field is required.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.

26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.
28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Industrial Electricity/Electronics Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

INDUSTRIAL MAINTENANCE INSTRUCTOR

Scope

The Industrial Maintenance Instructor provides instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Industrial Maintenance Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. A minimum of an Associate Degree in Industrial Electricity or related field from an accredited institution is required.
2. A minimum of three (3) years successful full-time work experience in the field is required.
3. Prior teaching experience preferred.
4. Knowledge of methods, material, tools and techniques used in equipment repair and maintenance.
5. Knowledge of mechanical problems, performing repairs, safety practices and procedures.
6. Effective oral, auditory, and written communication skills are required.
7. Ability to work independently is required.
8. Ability to establish and maintain effective working relationship with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.

26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.
28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Industrial Maintenance Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

LICENSED PRACTICAL NURSING INSTRUCTOR

Scope

The Licensed Practical Nursing Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services.

Authority

Licensed Practical Nursing Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's Degree in Nursing from an accredited institution.
2. Unencumbered Alabama registered nurse license.
3. Three (3) years of successful full-time experience in the Nursing field.
4. Effective oral and written communication skills are required.
5. Evidence of current nursing knowledge, clinical skills and teaching competence.
6. Postsecondary teaching experience.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus, worksite or clinical site as assigned.
2. Maintain unencumbered Alabama registered nurse license.
3. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Submit to the immediate supervisor a course syllabus for each course taught every semester.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
8. Post and maintain appropriate office hours in accordance with policy.
9. Maintain updated course notebooks for all courses taught.
10. Provide course syllabi to and discuss with all students in each class assigned.
11. Maintain updated course syllabi for all courses assigned.
12. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, job fairs, and distributing recruitment materials to community locations.
13. Advise students in completing plans of study, course scheduling, and career advisement.
14. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
15. Participate in the planning of effective long-range and short term goals for the department and college.
16. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
17. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
18. Develop, evaluate, and review curriculum with division chair and other faculty to ensure maximum student competency.
19. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
20. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
21. Submit budget requests and purchase request for supplies and equipment as needed.
22. Recommend media resources for purchase to the division chairperson.
23. Regularly engage in professional learning activities and actively seek information about developing trends and ideas.
24. Ensure safe environment for student learning.
25. Serve under the supervision of the college's administration including assigned committees, councils, and teams.
26. Assist the Division Chair in identifying qualified adjunct faculty.
27. Attend faculty meetings as required.
28. Actively participate in division/college committees and campus activities.
29. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.

30. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off campus.
31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

LICENSED PRACTICAL NURSING CLINICAL INSTRUCTOR

Scope

The Licensed Practical Nursing Clinical Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services.

Authority

Licensed Practical Nursing Clinical Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Associate Degree in Nursing from an accredited institution is required.
2. Bachelor's Degree in Nursing from an accredited institution is preferred.
3. Unencumbered Alabama practical nursing license.
4. Three (3) years of successful full-time experience in the Nursing field.
5. Evidence of current nursing knowledge, clinical skills and teaching competence.
6. Postsecondary teaching experience, preferred.
7. Effective oral and written communication skills.
8. Ability to use independent judgment is required.
9. Ability to work well with others and able to work under pressure.

Major Responsibilities

At a minimum, the major responsibilities of the Practical Nursing Clinical Instructor shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus, worksite or clinical site as assigned.
2. Maintain unencumbered Alabama registered nurse license.
3. Maintain supervisory responsibility for students during the hours they are assigned to the clinical site or course.
4. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
5. Maintain updated course notebooks for all courses taught.
6. Provide course syllabi to and discuss with all students in each class assigned.
7. Maintain updated course syllabi for all courses assigned.
8. Maintain accurate class attendance and grade records.
9. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
10. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
11. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
12. Ensure safe environment for student learning.
13. Attend meetings as required.
14. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
15. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Practical Nursing Clinical Instructor job performance will be evaluated annually by the Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

MATHEMATICS INSTRUCTOR

Scope

The Mathematics Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Mathematics Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's degree in Math or Master's degree with at least 18 graduate semester hours in mathematics from an accredited institution.
2. Five years full-time teaching experience in math.
3. Effective oral and written communication skills are required.
4. Ability to work independently is required.
5. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Prepare paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
18. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
19. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
20. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
21. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
22. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
23. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Recommend media resources for purchase to the Division Chair.
26. Attend workshops and meetings that contribute to planned professional development.
27. Ensure safe environment for student learning.

28. Assist the division chair in identifying qualified adjunct faculty.
29. Attend faculty meetings as required.
30. Activity participates in division/college committees and campus activities.
31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

OFFICE SYSTEMS TECHNOLOGY INSTRUCTOR

Scope

The Office Systems Technology Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Office Systems Technology Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's Degree in Business Management Administration with a minimum of eighteen (18) graduate semester hours in Business Education from an accredited institution is required.
2. Effective oral and written communication skills are required.
3. Successful teaching experience in an Office Administration discipline area.
4. Proficient use of the Microsoft Office suite including Word, Excel, PowerPoint, Outlook and Access. Should be comfortable using a web browser (Internet Explorer and/or Netscape Navigator.)

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.
28. Attend workshops and meetings that contribute to planned professional development.

29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Office Systems Technology Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

PAYROLL/ACCOUNTING CLERK

Authority

The Payroll Clerk is directly responsible to the Business Manager.

Qualifications

1. A minimum of an associate's degree in business or related field, required; a bachelor's degree in business or related field, preferred.
2. Five years experience in and demonstrated knowledge of governmental fund accounting.
3. Ability to communicate effectively verbally and in writing.
4. Ability to maintain confidentiality required.
5. Ability to interact professional with co-workers, general public, and others as required.
6. Positive attitude and very good customer service.
7. Ability to work under pressure.
8. Ability to handle multiple priorities.
9. Ability to function in an automated work environment.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Ability to move computer equipment (printers) if required.
4. Ability to climb steep stairs.

Major Responsibilities

1. Maintaining employee payroll records.
2. Maintaining employee leave files.
3. Preparing employee payrolls.
4. Maintaining Federal Work-Study Students payroll records.
5. Preparing Federal Work-Study students payroll.
6. Preparing monthly, quarterly and annual reports that relate to employee and Federal Work-study students payroll.
7. Process Payroll Payables.
8. Updating and reconciling students' accounts receivables.
9. Maintaining deferments and student accounts turned over for collection.
10. Responsible for filing insurance claims for student accidents.
11. Relieve cashier as needed.
12. Assist with the Budget and Financial Statement as pertains to employee payroll.
13. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
14. Exercise confidentiality in the execution of duties where necessary.
15. Participate in staff, division, and committee meetings as assigned.
16. Actively participate in division/college committees and campus activities.
17. Other duties assigned by the President, Dean, and Business Manager.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent salary schedule specified by the Alabama Community College System.

Performance Evaluation

The Payroll /Accounting Clerk shall be evaluated annually by the Business Manager.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

PSYCHOLOGY INSTRUCTOR

Scope

The Psychology Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Psychology Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's degree in Psychology or Counseling or Master's degree with at least 18 graduate semester hours in psychology from an accredited institution.
2. Three years experience in field.
3. Five years full-time teaching experience preferred.
4. Effective oral and written communication skills are required.
5. Ability to work independently is required.
6. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Prepare paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
18. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
19. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
20. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
21. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
22. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
23. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
24. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
25. Recommend media resources for purchase to the Division Chair.
26. Attend workshops and meetings that contribute to planned professional development.
27. Ensure safe environment for student learning.
28. Assist the division chair in identifying qualified adjunct faculty.

29. Attend faculty meetings as required.
30. Activity participates in division/college committees and campus activities.
31. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
32. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

READING INSTRUCTOR

Scope

The Reading Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Reading Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Master's degree in Early Childhood or Master's degree with at least 18 graduate semester hours in Reading from an accredited institution required.
2. Five years full-time teaching experience in Reading required.
3. Ability to maintain complete and accurate records and to develop meaningful reports from that information.
4. Ability to plan and evaluate strategies for improving instruction.
5. Excellent oral and written communication skills are required.
6. Highly developed presentation skills.
7. Ability to exercise considerable tact and courtesy in frequent contact with the public.
8. Ability to use common office machine and popular computer driven word processing, as well as latest applications for computers in the classroom required.
9. Ability to work independently is required.

Major Responsibilities

At a minimum, the major responsibilities of Reading Instructor shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Diagnosing, assessing, prescribing, and evaluating the literacy needs of individual students to determine level of need.
3. Carrying out ongoing assessment of literacy needs, writing and modifying the plan of instruction (POI) or individual educational plan (IEP) as needed; maintaining student achievement records.
4. Working with learners from a variety of cultures.
5. Teaching adults with learning disabilities.
6. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
7. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
8. Submit to the immediate supervisor a course syllabus for each course taught every semester.
9. Provide classroom and laboratory instruction in accordance with approved course outlines.
10. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
11. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
12. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
13. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
14. Participate in the planning of effective long-range and short term goals for the department and college.
15. Post and maintain appropriate office hours in accordance with policy.
16. Maintain updated course notebooks for all courses taught.
17. Provide course syllabi to and discuss with all students in each class assigned.
18. Maintain updated course syllabi for all courses assigned.
19. Maintain accurate class attendance and grade records.
20. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
21. Advise students in completing plans of study, course scheduling, and career advisement.
22. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
23. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
24. Demonstrate effective interpersonal skills; both written and oral; and work ethic.

25. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
26. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
27. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
28. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
29. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
30. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
31. Recommend media resources for purchase to the Division Chair.
32. Attend workshops and meetings that contribute to planned professional development.
33. Ensure safe environment for student learning.
34. Assist the division chair in identifying qualified adjunct faculty.
35. Attend faculty meetings as required.
36. Activity participates in division/college committees and campus activities.
37. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
38. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Reading Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

REGISTRAR

Authority

The Registrar is directly responsible to the Dean of Students & Instructional Services.

Qualifications

1. Bachelor's degree in education, business/computers, or related field required.
2. Minimum of five years' experience in higher education or similar field.
3. Proficient in ACCESS Software.
4. Experience with higher education academic records policies and practices.
5. Experience in enrollment management practices.
6. Excellent interpersonal and communications skills.
7. Experience in the administration of a comprehensive office of registration and records and on-line student information systems.
8. Knowledge of statistical methods.
9. Experience in systems analysis.
10. Experience in the collection, management and analysis of higher education data.
11. Experience with SPSS, Excel, QuattroPro, PageMaker, Microsoft Word, and scanning software.

Limiting Requirements

1. Manual dexterity and ability to perform extensive and prolonged data entry.
2. Ability to lift boxes weighing approximately 20-30 lb.
3. Ability to move computer equipment (printers) if required.
4. Ability to perform extensive numerical and statistical calculations.
5. Ability to conceptualize, develop, and edit comprehensive statistical reports.
6. Visually, auditorally, and orally able to perform the reporting, data analysis, computer, and supervisory functions of the position.

Major Responsibilities

1. Administer permanent and academic records including ensuring the integrity of the implementation of academic policies used to create and maintain academic records in compliance with professional standards and federal and state regulations.
2. Serve as chief custodian of all academic records.
3. Responsible for the registration process and enrollment of students including advising activities, evaluation and awarding of student transfer credit, certification of student enrollment status, processing schedule changes, etc.
4. Responsible for the admission process including receiving applications and applications submitted on-line, inputting and processing applications and records, sending correspondence to new applicants, maintaining proper documentation, etc.
5. Responsible for processing all Student Services surveys and reports such as DAX, Clearinghouse, end-of-semester, Peterson's, Wintergreen, graduate, other student-related data reports, enrollment reports, etc.
6. Responsible for graduation processes including student notification of graduation / requirements, processing of graduation applications and verification of eligibility, preparation of the graduation program, mailing diplomas, assisting with graduation activities, etc.
7. Responsible for generating class rolls and providing instructors with official class rolls.
8. Input course schedule each semester.
9. Develop a master schedule of classes and classroom assignments.
10. Maintain the master academic and curriculum inventory.
11. Issue and process all transcripts in a timely manner.
12. Process incomplete grades.
13. Calculate all nursing students' GPAs.
14. Advise faculty, staff, and students on the academic standards and procedures promulgated by the college.

15. Administer the on-line enrollment student services ACCESS system.
16. Assist with sending emails and text messages to students using the Reid Now notification system.
17. Prepare ONTRAC information for distribution.
18. Assist the Business Office with student withdrawal processing.
19. Supervise secretarial/work study assistants.
20. Perform periodic evaluations of the registration and academic record keeping procedures.
21. Participate in professional development activities.
22. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
23. Participate in staff, division, and committee meetings as assigned.
24. Actively participate in division/college committees and campus activities.
25. Other duties as required by the President and Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, twelve (12) months depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Registrar will be evaluated annually by the Dean of Students & Instructional Services.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

STUDENT SERVICES FINANCIAL ASSISTANT

Authority

The Student Services Financial Assistant is directly responsible to the Dean of Students & Instructional Services.

Qualifications

1. Associate's Degree from an accredited institution in office administration or related field is **required**.
2. Excellent computer skills **required** (AS400 experience **preferred**).
3. Ability to operate office machines and equipment.
4. Proficiency in oral and written communication.
5. Ability to work well with others and to work under pressure.

Limiting Requirements

1. Manual dexterity to operate office equipment such as computer keyboards, fax machines, copiers, and calculators.
2. Visually, auditorally, and vocally able to perform the duties of the financial assistant.
3. Ability to sit and stand for prolonged periods of time.
4. Required at time of employment to sign a confidentiality agreement.

Major Responsibilities

1. Process WIA Program participants as follows:
 - Type Participant Time Sheets of student's schedules each semester.
 - Calculate time student has attended class for two-week pay period.
 - Prepare Participant Time and Attendance Sheets to be mailed to Montgomery.
 - Send memos to instructors to mark time and attendance sheets for students.
 - Prepare WIA contracts and obtain students signatures; make copies and mail to Montgomery.
 - Mail copies to Participant Time Sheets to appropriate Assessment Center.
 - Prepare termination form when student graduates or withdraws and mail copy to assessment center and to Postsecondary.
 - Mail copy of student's grades to assessment center at the end of each semester.
 - Mail a copy of each student's schedule for the current semester.
2. Process Employee and Dependent tuition waivers.
3. Maintain records and prepare invoices at the end of each semester for financial aid programs: Federal Rehabilitation, State Rehabilitation, Adult Vocational Rehabilitation, Alabama GI, Organized Community Action Program, and any private scholarships awarded to a student.
4. Process TAA Program records to include:
 - Preparing letter of estimated cost of attendance for student to present to employment office.
 - Preparing TRA 2 contract and mail to Department of Industrial Relations.
 - Preparing 858 A form each week for student to sign, mark attendance and mail to Department of Industrial Relations.
 - Preparing attendance sheets each week for instructors to mark student's attendance.
 - Preparing invoice at the end of each semester for tuition, fees, books, supplies and mail any necessary copies of backup information to Department of Industrial Relations for payment.
 - Preparing termination forms when a student graduates or withdraws and mail to assessment center and Department of Industrial Relations.
5. Invoice Prepaid Affordable College Tuition Program (P.A.C.T.)
6. Complete and manage computerized reporting such as IPEDS and Perkins.
7. Ability to maintain confidentiality of office information.
8. Establish and maintain positive working relationships with other administrative, faculty, and staff personnel.
9. To facilitate the timely and effective flow of campus communications and documents.
10. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
11. Participate in staff, division, and committee meetings as assigned.
12. Actively participate in division/college committees and campus activities.
13. Participate in professional development activities.
14. Other duties as assigned by the President or Dean of Students & Instructional Services.

Terms of Employment

Minimum of forty (40) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The Student Services Financial Assistant will be evaluated annually by the Dean of Students & Instructional Services.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Signature

Date

Reviewed by:

Supervisor

Date

WELDING TECHNOLOGY INSTRUCTOR

Scope

The Welding Technology Instructor shall provide instructional services to his/her students in accordance with the respective approved curriculum on file in the Office of the Dean of Students & Instructional Services. This position description shall apply for all instructors, including instructors teaching special training for industry courses.

Authority

Welding Technology Instructor is responsible to the Dean of Students & Instructional Services through, if appropriate, the respective Division Chairperson.

Qualifications

1. Associate degree or equivalent from an accredited technical or community college.
2. Diploma or certificate in Welding from an accredited technical or community college.
3. Minimum of 5 years successful full-time experience in the welding field.
4. Effective oral and written communication skills are required.
5. Ability to work independently is required.
6. Ability to deal effectively with students, other employees, and the public is required.

Major Responsibilities

At a minimum, the major responsibilities of instructors shall include:

1. Planning, organizing, and instructing assigned courses in the day or evening on any Reid State campus as assigned;
2. Maintain supervisory responsibility for students during the hours they are assigned to the department, classroom or course.
3. Maintain professional conduct in dealing with students, staff, administration, faculty, and the college community.
4. Submit to the immediate supervisor a course syllabus for each course taught every semester.
5. Provide classroom and laboratory instruction in accordance with approved course outlines.
6. Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
7. Provide for effective evaluation and assessment of the learning experience of each student in accordance with college policy.
8. Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
9. Evaluate and record student performance/achievement in a timely manner and provide prompt feedback to students to assure learning.
10. Participate in the planning of effective long-range and short term goals for the department and college.
11. Post and maintain appropriate office hours in accordance with policy.
12. Maintain updated course notebooks for all courses taught.
13. Provide course syllabi to and discuss with all students in each class assigned.
14. Maintain updated course syllabi for all courses assigned.
15. Maintain accurate class attendance and grade records.
16. Assist with recruitment and placement of students to include visitations to high schools, community activities, college fairs, and job fairs, and distributing recruitment materials to community locations.
17. Advise students in completing plans of study, course scheduling, and career advisement.
18. Prepare all paperwork necessary for the efficient operation of the college for compliance with federal, state, local, and college regulations and directives.
19. Maintain contacts with local businesses and industries within the occupational field to include documenting two business and industry visits each term.
20. Demonstrate effective interpersonal skills; both written and oral; and work ethic.
21. Develop, evaluate, and review curriculum with Division Chair and other faculty to ensure maximum student competency.
22. Assist in evaluation, development, and improvement of curriculum and departmental goals and objectives.
23. Recommend textbooks and other instructional materials including classroom, library, and equipment through Division Chairperson to the Dean of Students & Instructional Services.
24. Assist the division chair with developing and managing a departmental budget in support of the Annual Budget.
25. Submit a Professional Growth Plan, in accordance with guidelines for State Board Policy 605.02, for approval by the President prior to pursuing advancement in rank.
26. Demonstrate ethical behavior, loyalty, honesty, and integrity, both on and off the campus.
27. Recommend media resources for purchase to the Division Chair.

28. Attend workshops and meetings that contribute to planned professional development.
29. Ensure safe environment for student learning.
30. Assist the division chair in identifying qualified adjunct faculty.
31. Attend faculty meetings as required.
32. Activity participates in division/college committees and campus activities.
33. Adhere to and assist in implementing college policies, objectives and functions in accordance with the college philosophy and procedures.
34. Perform other duties as assigned by the President, Dean of Students & Instructional Services, or Division Chairperson.

Terms of Employment

1. *Regular Instructors (i.e., Instructors teaching full-time in any technical or general education area):*

Thirty-five (35) clock hours per week, excluding lunch, nine (9) months or nine (9) months plus three (3) months depending on the employment agreement of the respective instructor.

2. *Special Instructors (i.e., part-time instructors, federally funded programs, and training for industry programs or courses):*

As specified on the respective employment contract.

Performance Evaluation

The Welding Instructor's job performance will be evaluated annually by the Dean of Students & Instructional Services and Division Chairperson.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

In compliance with federal and state laws and regulations, the college welcomes and encourages disabled applicants who can perform required functions with reasonable accommodations.

Will you be able to perform the essential job functions with or without reasonable accommodations?

_____ Yes _____ No

Signature

Date

Reviewed By:

Supervisor

Date

Workforce Innovation and Opportunity Act (WIOA) Case Manager

Scope

The WIOA Case Manager will assist students with career assessment tools, career exploration activities, exposure to area businesses and industry environments, and college experiences such as applications, enrollment and financial aid.

Authority

The WIOA Case Manager is directly responsible to the Assistant Dean of Institutional Effectiveness/COC.

Qualifications

1. Associate degree in business or related field from an accredited institution
2. At least one year full/part-time work experience is required.
3. Effective oral and written communication skills are required.
4. Experience in the following areas preferred: Microsoft Office, Word, Excel and PowerPoint.

Major Responsibilities

At a minimum, the major responsibilities of the WIOA Case Manager shall include:

1. Assist program coordinator in managing program activities.
2. Schedule participant participation in program activities.
3. Assist in maintaining work-based training schedules, records and time-sheets.
4. Maintain participant records.
5. Perform program and participant data entry.
6. Meet with participants to maintain participation and training progression.
7. Maintain office supplies and equipment.
8. Assist in providing all required documentation in a timely manner, which may include participant follow-up, outcome evaluation, client contact sheets, and evaluations.
9. Assist in conducting individualized mentoring sessions.
10. Conduct participant TABE assessment.
11. Activity participates in division/college committees and campus activities.
12. Demonstrates ethical behavior, loyalty, honesty, and integrity, both on and off campus.
13. Participates in staff, division, and committee meetings as assigned.
14. Other duties as assigned by the President and Assistant Dean of Institutional Effectiveness/COC.

Terms of Employment

Maximum of forty (40) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The WIOA Case Manager job performance will be evaluated annually by the Assistant Dean of Institutional Effectiveness/COC.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

Workforce Innovation and Opportunity Act (WIOA) Case Manager

Scope

The WIOA Case Manager will assist students with career assessment tools, career exploration activities, exposure to area businesses and industry environments, and college experiences such as applications, enrollment and financial aid.

Authority

The WIOA Case Manager is directly responsible to the Assistant Dean of Institutional Effectiveness/COC.

Qualifications

1. Associate degree in business or related field from an accredited institution
2. At least one year full/part-time work experience is required.
3. Effective oral and written communication skills are required.
4. Experience in the following areas preferred: Microsoft Office, Word, Excel and PowerPoint.

Major Responsibilities

At a minimum, the major responsibilities of the WIOA Case Manager shall include:

1. Assist program coordinator in managing program activities.
2. Schedule participant participation in program activities.
3. Assist in maintaining work-based training schedules, records and time-sheets.
4. Maintain participant records.
5. Perform program and participant data entry.
6. Meet with participants to maintain participation and training progression.
7. Maintain office supplies and equipment.
8. Assist in providing all required documentation in a timely manner, which may include participant follow-up, outcome evaluation, client contact sheets, and evaluations.
9. Assist in conducting individualized mentoring sessions.
10. Conduct participant TABE assessment.
11. Activity participates in division/college committees and campus activities.
12. Demonstrates ethical behavior, loyalty, honesty, and integrity, both on and off campus.
13. Participates in staff, division, and committee meetings as assigned.
14. Other duties as assigned by the President and Assistant Dean of Institutional Effectiveness/COC.

Terms of Employment

Maximum of forty (40) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The WIOA Case Manager job performance will be evaluated annually by the Assistant Dean of Institutional Effectiveness/COC.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

Workforce Innovation and Opportunity Act (WIOA) Clerical Assistant

Scope

The WIOA Clerical Assistant will provide administrative and clerical support to ensure the efficient operation of the Reid State WIOA Youth Program.

Authority

The WIOA Clerical Assistant is directly responsible to the WIOA Coordinator.

Qualifications

1. Associate degree in business or related field from an accredited institution, preferred.
2. High School Diploma, required.
3. At least one year full/part-time work experience in a professional environment, required.
4. Effective oral and written communication skills are required.
5. Experience in the following areas preferred: Microsoft Office, Word, Excel and PowerPoint.

Major Responsibilities

At a minimum, the major responsibilities of the WIOA Clerical Assistant shall include:

1. Answers telephone calls concerning the WIOA program.
2. Make telephone calls to recruit participants to the WIOA program.
3. Gain knowledge of the program to help with inquiries when case manager and coordinator are off campus.
4. Maintain filing system.
5. Photocopy, scan, and fax participant's information.
6. Send emails.
7. Maintain database.
8. Activity participates in division/college committees and campus activities.
9. Demonstrates ethical behavior, loyalty, honesty, and integrity, both on and off campus.
10. Participates in staff, division, and committee meetings as assigned.
11. Other duties as assigned by the President and Assistant Dean of Institutional Effectiveness/COC.

Terms of Employment

Maximum of nineteen (19) clock hours per week, depending on the employment agreement; salary to be in accordance with pertinent schedule specified by the Alabama Community College System.

Performance Evaluation

The WIOA Clerical Assistant job performance will be evaluated annually by the Assistant Dean of Institutional Effectiveness/COC.

Note: Physical characteristics indicate standard functions for essential job tasks, but are not intended to limit the applicant pool.

I have been provided a copy of Reid State Technical College Americans with Disabilities Act policy. I have read and understand this policy.

3.8 GENERAL

Americans with Disabilities Act

All faculty and staff of Reid State Technical College shall be aware of the ADA and work to ensure its compliance. If asked to provide accommodation by a person who is covered by the ADA, please contact the Director of Counseling. All requests for accommodation must be presented to the College in written form.

This job description may be altered or modified at any time by management.

Reviewed & Approved: _____
Supervisor Signature Date

Reviewed: _____
Employee Signature Date

Appendix 5

Employee Grievance Form

REID STATE TECHNICAL COLLEGE

EMPLOYEE GRIEVANCE FORM

This form should be completed by the aggrieved employee and delivered to the appropriate supervisor in the employee's chain of command.

Name of person making grievance: _____

Address to send correspondence: _____

Telephone number: _____ Email address: _____

Name of person your grievance is against? _____

What date/s did the actions occur? _____

What do you allege occurred? (Please be specific, provide details, and use the reverse of this sheet if needed) _____

Is there a specific law or College/ACCS policy/guideline that you believe has been violated? _____

If so, which one/s? _____

In your opinion, what could be done to reasonably resolve this grievance?

Print Name

Signature

Date

This section should be completed by the college official who receives the form.

Signature of College Official Receiving Form

Date Form Received

Appendix 6

Faculty/Staff/Administrator Evaluation Forms



***Reid State Technical College
Faculty Annual Evaluation Plan
2015-2016***

Performance evaluation systems are being examined not only as civil rights obligations but also as contractual agreements. Generally, employees have a right to be evaluated solely for their work and not for their age, gender, race, disability, or personal traits.

Section 1.2: Faculty and Staff of Alabama State Board of Education Policy Number 607.01: Evaluation of Personnel states the following:

Each president shall be responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the respective institution are evaluated at least annually. Individual written evaluation records shall be maintained for all employees.

To comply with the policy cited above, non-instructional personnel will be evaluated in accordance with the procedures specified below:

Evaluation Procedures:

1. Annually, the Office of Human Resources will notify deans, directors, and supervisors of the due date for performance evaluations. Usually, the notification will be made in later June early July of each year.
2. Throughout the year deans are provided with a list of probationary employees and asked to make recommendations to the President on reappointment and tenure (for eligible employees).
3. Tenured and probationary employees are to be evaluated annually.
4. Prior to conducting the performance evaluation, the immediate supervisor should review the employee's job description as a useful tool in setting performance goals and standards.
5. The performance evaluation should be conducted to ensure open and honest two-way communication, proper documentation, and consistent, bias-free assessment of an employee's work.
6. You must clearly state job related goals and standards. Goals and standards should be objective and defined in measurable terms. Documentation should be accurate, specific, and concrete. Record only job related behaviors.
7. It is extremely important to document any problems that you may have with the employee concerning his/her work.
8. Be sure to have the employee sign or initial and date the evaluation form.
9. Be consistent in your documentation with all employees that you evaluate. Do not "single out" or treat any one person differently from any other person.
10. During the evaluation process the supervisor may determine what, if any, changes should be made to the job description and make any changes that are necessary. The supervisor should ensure that the job description accurately reflects the duties performed, is in the required format, and is signed and dated.
11. Job descriptions requiring revisions should be submitted to the appropriate dean for approval.
12. Once approved by the appropriate dean, a signed hard-copy and an electronic version (e-mail with attached file or diskette) or the job description should be sent to the Office of Human Resources along with the original signed evaluation form for placement in the employee's official personnel file.
13. The Office of Human Resources will send evaluation forms to each dean.



FACULTY ANNUAL PERFORMANCE EVALUATION

Date of Rating: _____

Employee Name: _____

Job Title: _____

Department/Office: _____

Period of Evaluation: From: _____ To: _____

Time in current position: _____ Time with the College _____

PART I – INSTRUCTIONS

Listed below are six performance factors, six self-management factors, and five supervisory factors (for supervisors only) that are important in the performance of the staff member's job. Performance factors and self-management factors must be utilized for all staff members. The supervisor factors should be utilized only for staff members with supervisory responsibilities. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the staff member's total performance, including the performance factors, related to the staff member's responsibilities and duties as set forth in the job description, self-management factors, and, if applicable, supervisory factors.

Distribution Instructions:

Return the original form to the Office of Human Resources
Maintain one copy for departmental records (optional).
Give one copy to the employee.

Marking Instructions: The supervisors should indicate the staff member's performance by circling or checking the appropriate level of performance.

The following evaluation scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the staff member's performance factors, self-management factors, and supervisory factors.

1. Unacceptable – Consistently fails to meet job requirements; performance clearly below minimum standards and requirements. Immediate improvement required to maintain employment. **(Requires comments)**
2. Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position. **(Requires comments)**
3. Meets Expectations – Able to perform all job duties satisfactorily. Normal guidance and supervision are required.
4. Exceeds Expectations – Frequently exceeds job requirements; all or most planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.
5. Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained. **(Requires comments)**



PROCEDURES FOR FACULTY ANNUAL PERFORMANCE EVALUATION

1. Faculty members will receive information explaining the Faculty Annual Performance Evaluation criteria upon which their performance will be based.
2. Evaluators will be Division Chairs, Deans, or Directors.
3. Performance Evaluations will occur during the summer semester.
4. Prior to the evaluation, the Division Chair will give the faculty member a copy of the Desk Aid explaining the evaluation criteria. In addition, a copy of the "Employee's Accomplishments" form and the "Employee's Goals" form will be given to the faculty member. Both of these forms are to be completed by the faculty member prior to the evaluation meeting, so they may be discussed at the meeting.
5. The Division Chair will complete the Performance Evaluation, and schedule an appointment with the faculty member to discuss the evaluation.
6. The Division Chair and the faculty member will meet for approximately an hour to make certain that all points are thoroughly discussed, and that the goals for the next year are clearly delineated.
7. If the faculty member being evaluated has any questions or concerns about the performance evaluation comments, he or she should set up an appointment with the Division Chair to discuss the results.

Reid State Technical College
Faculty Annual Performance Evaluation

I. Teaching

Performance Factor	Exceeds	Meets	Does Not Meet
Student Centeredness	Consistently goes out of way to help students in the most efficient manner both inside and outside of classroom. Attends student events and/or serves as effective student sponsor/mentor. Promotes “students first” by having an open-door philosophy.	Responds to students in a timely and efficient manner. Helpful to students during class time as well as during office hours. Supports campus and students.	Generally unresponsive to students as a whole. Makes an effort with a few like-minded students only. Attends few campus functions outside own interest.
Teaching Effectiveness	Makes appropriate changes in curriculum and teaching methods. Innovative and creative in developing improved methods of teaching/learning. Uses technology and other resources to create learning experiences that engage students. Responsive to student evaluations.	Updates curriculum and teaching methods regularly making content and delivery changes. Responsive to student evaluations. Engages in departmental or College activities directed at improving teaching and learning. Utilizes technology.	Makes few changes in the classroom. Unaware of changes in discipline and changes in students. Unresponsive to student evaluations.
	Is a leader within the department and coordinates classroom-based assessment with others in discipline. Has multiple assessment techniques	Has a classroom-based assessment plan which is executed. Shares information with the department.	Does not fulfill necessary assessment requirements.

Classroom Assessment	for classroom plan.		
Advising	Consistently available to students for academic and other advising. Provides strong support network for advisees.	Provides accurate information. Available at regularly posted office hours and on other occasions.	Does not provide adequate and accurate support for student advisees. Maintains minimum office hours and is frequently not available.

Reid State Technical College
Faculty Annual Performance Evaluation

II. Professional Development

Performance Factor	Exceeds	Meets	Does Not Meet
Creative Activities	Shares creative instructional practices with peers at local, state, and regional levels.	Uses creativity and innovation in course design and delivery to enhance student learning outcomes.	Does little creative activities related to courses or discipline.
Professional Development	Attends multiple offerings across all areas. Shows high potential for advancement. Interested in growing within the organization and taking on more responsibilities. Exemplifies professionalism.	Attends one offering in own discipline, one in technology and one for personal development/community service. Seeking further professional development opportunities. Demonstrates professionalism.	Does not attend offerings in each of the three defined categories. Growth limited by a lack of initiative. Apathetic regarding professional development. Does not follow College policy and procedure guidelines.
Cooperation/ Communication	Exhibits strong leadership skills in a team and volunteers for extra assignments/committee work within the department and College. Strong writing and speaking skills. Presents job related materials accurately and effectively. Facilitates communication among others, especially within department. Shares information with cohorts and keeps department updated on strategies and/or changes in successful teaching methods or problems.	Identifies and utilizes resources to accomplish work. Works with a team and provides support. Communicates effectively in oral and written form. Keeps others apprised of issues related to the job.	Unable or unwilling to cooperate with team to accomplish work. Works only independently. Does not keep others apprised of issues related to the job. Does not communicate well with others. Consistently fails to attend faculty meetings.
Problem Solving	Is able to think through an action before going ahead with a decision. Comes to sound decisions with no need for supervision but keeps department informed. Works well within the department.	Can solve problems, requires minimal help.	Not able to visualize what effect decisions will have. Does not attempt to work out problems, looks to others for solutions.

Reid State Technical College
Faculty Annual Performance Evaluation

III. Service

Performance Factor	Exceeds	Meets	Does Not Meet
Teamwork	Supports the mission and priorities of the College through active participation in teams and College initiatives. Promotes and volunteers to assist in meeting goals within the department.	Serves the College community and service projects when requested.	Not interested in serving College community other than as required by job. Only becomes involved if release time or extra pay is provided.
Division Service	Supports the mission and priorities of the division through active participation in governance and division initiatives. Innovative and creative in planning activities for the division and department.	Participates in department and division service when requested.	Not interested in division service other than as required by job. Only becomes involved if release time or extra pay is provided.
Professional Outreach	Share professional knowledge outside the college community through presentations or serving in leadership positions.	Shares professional knowledge inside the college community.	Does not share professional knowledge inside or outside the College community.

Reid State Technical College
Faculty Annual Performance Evaluation
EVALUATION FORM

I. Teaching

Student Centeredness:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Teaching Effectiveness:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Classroom Assessment:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Advising:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet

Reid State Technical College
Faculty Annual Performance Evaluation
EVALUATION FORM

II. Professional Development

Creative Activities:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Professional Development:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Cooperation/Communication:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Problem Solving:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet

Reid State Technical College
Faculty Annual Performance Evaluation
EVALUATION FORM

III. Service

Teamwork:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Division Service:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet
Professional Outreach:	Rating: <input type="checkbox"/> Exceeds <input type="checkbox"/> Meets <input type="checkbox"/> Does Not Meet

Reid State Technical College
Faculty Annual Performance Evaluation
EVALUATION FORM

List any contributions, successes, or improvements during the past evaluation period that you wanted noted:

Overview of evaluation (i.e., comments, recommendation, or suggestions for improvement):

Division Chair Signature: _____ Date: _____

_____ I agree with this report. _____ I do not agree with this
report**

Instructor: _____ Date: _____

***If the faculty member does not accept this report, a rebuttal must be submitted to the Dean within seven (7) days of the date of the signing of the report.*



ANNUAL PERFORMANCE EVALUATION

Administrative Staff

Performance evaluation systems are being examined not only as civil rights obligations but also as contractual agreements. Generally, employees have a right to be evaluated solely for their work and not for their age, gender, race, disability, or personal traits.

Section 1.2: Faculty and Staff of Alabama State Board of Education Policy Number 607.01: Evaluation of Personnel states the following:

Each president shall be responsible for the development and implementation of an evaluation system whereby all instructors and other employees at the respective institution are evaluated at least annually. Individual written evaluation records shall be maintained for all employees.

To comply with the policy cited above, non-instructional personnel will be evaluated in accordance with the procedures specified below:

Evaluation Procedures:

14. Annually, the Office of Human Resources will notify deans, directors, and supervisors of the due date for performance evaluations. Usually, the notification will be made in later June early July of each year.
15. Throughout the year deans are provided with a list of probationary employees and asked to make recommendations to the President on reappointment and tenure (for eligible employees).
16. Tenured and probationary employees are to be evaluated annually.
17. Prior to conducting the performance evaluation, the immediate supervisor should review the employee's job description as a useful tool in setting performance goals and standards.
18. The performance evaluation should be conducted to ensure open and honest two-way communication, proper documentation, and consistent, bias-free assessment of an employee's work.
19. You must clearly state job related goals and standards. Goals and standards should be objective and defined in measurable terms. Documentation should be accurate, specific, and concrete. Record only job related behaviors.
20. It is extremely important to document any problems that you may have with the employee concerning his/her work.
21. Be sure to have the employee sign or initial and date the evaluation form.
22. Be consistent in your documentation with all employees that you evaluate. Do not "single out" or treat any one person differently from any other person.
23. During the evaluation process the supervisor may determine what, if any, changes should be made to the job description and make any changes that are necessary. The supervisor should ensure that the job description accurately reflects the duties performed, is in the required format, and is signed and dated.
24. Job descriptions requiring revisions should be submitted to the appropriate dean for approval.
25. Once approved by the appropriate dean, a signed hard-copy and an electronic version (e-mail with attached file or diskette) or the job description should be sent to the Office of Human Resources along with the original signed evaluation form for placement in the employee's official personnel file.
26. The Office of Human Resources will send evaluation forms to each dean.



ANNUAL PERFORMANCE EVALUATION Administrative Staff

Date of Rating: _____

Employee Name: _____

Job Title: _____

Department/Office: _____

Period of Evaluation: From: _____ To: _____

Time in current position: _____ Time with the College _____

PART I – INSTRUCTIONS

Listed below are six performance factors, six self-management factors, and five supervisory factors (for supervisors only) that are important in the performance of the staff member's job. Performance factors and self-management factors must be utilized for all staff members. The supervisor factors should be utilized only for staff members with supervisory responsibilities. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the staff member's total performance, including the performance factors, related to the staff member's responsibilities and duties as set forth in the job description, self-management factors, and, if applicable, supervisory factors.

Distribution Instructions:

- Return the original form to the Office of Human Resources
- Maintain one copy for departmental records (optional).
- Give one copy to the employee.

Marking Instructions: The supervisors should indicate the staff member's performance by circling or checking the appropriate level of performance.

The following evaluation scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the staff member's performance factors, self-management factors, and supervisory factors.

Unacceptable – Consistently fails to meet job requirements; performance clearly below minimum standards and requirements. Immediate improvement required to maintain employment. **(Requires comments)**

Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position. **(Requires comments)**

Meets Expectations – Able to perform all job duties satisfactorily. Normal guidance and supervision are required.

Exceeds Expectations – Frequently exceeds job requirements; all or most planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained. **(Requires comments)**

PART II – PERFORMANCE FACTORS

Job Knowledge, Skills, and Understanding of Systems – Consider how the staff member understands work assignments, exhibits the required level of knowledge and/or skills to perform the job, understands departmental and institutional work processes and systems, and effectively uses technology, techniques, materials, and equipment.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

1. Planning/Organization/Coordination – Consider how the staff member plans and organizes his/her work load, maintains an effective work schedule, and coordinates with others.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

2. Quality of Work – Consider how the staff member completes assignments and meets quality standards, including but not limited to accuracy, neatness, thoroughness and adherence to applicable standards and safety rules.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

3. Quantity of Work – consider the staff member's production results, ability to manage several responsibilities simultaneously, and timeliness in meeting work schedules.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

4. Cooperation – Consider to what extent the staff member displays a positive, cooperative attitude toward work assignments, co-workers, students, faculty, staff in other departments, and other customers, both internal and external.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

5. Communication – Consider job related effectiveness in dealing with others, how clearly the staff member expresses ideas, both orally and in writing, and how well he/she listens and responds appropriately.

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

1-Unacceptable; 2-Needs Improvement; 3-Meets Expectations; 4-Exceeds Expectations, 5-Superior

PART III – SELF-MANAGEMENT FACTORS

1. **Work Habits** – Displays appropriate and consistent attendance, punctuality, dependability, availability, accessibility, and adherence to College policies, procedures, or practices; uses resources efficiently.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

2. **Teamwork** – Promotes and demonstrates trust, mutual respect, and cooperative working relationships; supports the College’s vision, mission, goals and objectives; supports and contributes to the attainment of unit goals and objectives; willing to mentor or assists others; shares knowledge and information as appropriate; supports open and honest communication; encourages and recognizes the contribution of others; places success of organization/unit/team above self-interest; contributes to unit cohesion.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

3. **Customer Service** – Communication courteously and effectively to customers; listens carefully and with interest; assumes responsibility; asks questions in a caring and concerned manner; apologizes without blaming; responds in a timely manner; follows through to ensure problem is solved.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

4. **Initiative/Innovation** – Plans ahead, initiates continuous improvement; uses creative and/or innovative thinking and problem solving.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

5. **Adaptability** – Adapts to change, accepts constructive feedback and suggestions; receptive to new ideas; listens to others.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

6. **Judgment** – Reasons logically; effectively analyzes problems and identifies solutions, determines appropriate action; and exhibits timely and decisive action.
1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐
Comments/Recommendations:

1-Unacceptable; 2-Needs Improvement; 3-Meets Expectations; 4-Exceeds Expectations, 5-Superior

PART IV – SUPERVISORY FACTORS

Use the supervisor's insert for all administrative staff members who have supervisory responsibility. Non-supervisory administrative staff DO NOT NEED Part IV.

PART V – OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, self-management factors, and supervisory factors (if applicable).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

PART VI – TO THE STAFF MEMBER:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Comments:

Employee Signature: _____

Date: _____

SIGNATURES

Supervisor: _____

Date: _____

Reviewer (Dean): _____

Date: _____

Comments:

IV – SUPERVISORY FACTORS (This section is only for **administrative staff** with supervisory responsibilities).

1. **Leadership** – (Consider how well the supervisor demonstrates effective supervisory abilities, sets goals and priorities, gains respect and cooperation, inspires and motivates subordinates, models good work habits and behaviors, directs subordinates toward common goals, promotes cooperation between departments and supports administrative decisions).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

2. **Delegation/Coordination** – (Consider how well the supervisor demonstrates the ability to direct others in accomplishing work, effectively selects and motivates staff, gives clear instructions, defines works assignments, appropriately distributes workload, oversees the work of subordinates, and coordinates with subordinates and other staff).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

3. **Planning and Organizing** – (Consider how well the supervisor plans and organizes work for self and others, coordinates with others, establishes appropriate priorities, anticipates future needs, allocates time and resources, and carries out assignments effectively).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

4. **Quality Management** – (Consider how well the supervisor performs day-to-day administrative tasks, uses quality management tools and techniques when appropriate, achieves desired results, manage time, effectively administers policies and implements procedures, maintains appropriate contact with supervisor and other staff and stakeholders, and effectively and efficiently utilizes time, funds, staff, and/or equipment).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

5. **Supervision of Staff** – (Consider how well the staff member serves as a role model, provides guidance and opportunities to their staff for their development and advancement, encourages teamwork and team participation, resolves work-related employee problems, assists subordinates in accomplishing their work-related objectives, communicates in a clear, concise, accurate, and timely manner with subordinates, and makes useful suggestions).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:



PERFORMANCE EVALUATION

Employee's Goals for Next Evaluation Period

Employee Name: _____ Date: _____

Employee Title: _____ Department: _____

1. Describe any new goals, objectives, changes or improvements you will implement for the next evaluation period. Include any obstacles in achieving these things, and suggest possible solutions.
2. Describe the coaching, training, or development activities that you would like to pursue during the next evaluation period:
3. How can the administration of Reid State Technical College assist you in achieving your stated goals/objectives? What additional tools do you need to achieve your stated goals/objectives?



PERFORMANCE EVALUATION

Employee's Accomplishments for Past Evaluation Period

Employee Name: _____ Date: _____

Employee Title: _____ Department: _____

1. Describe any new goals, objectives, changes or improvements you will implement during the evaluation period (List in order of priority):
2. Describe the coaching, training or development activities that you pursued during the past evaluation period:
3. How did the administration of Reid State Technical College assist you in achieving your stated goals/objectives? What tools did you need to achieve your stated goals/objectives that were not available?



PERFORMANCE EVALUATION
Support and Hourly Staff (Schedules E, H, and Supplemental H)

Date of Rating: _____

Employee Name: _____

Job Title: _____

Department/Office: _____

Period of Evaluation: From: _____ To: _____

Time in current position: _____ Time with the College _____

PART I – INSTRUCTIONS

Listed below are six performance factors, six self-management factors, and five supervisory factors (for supervisors only) that are important in the performance of the staff member's job. Performance factors and self-management factors must be utilized for all staff members. The supervisor factors should be utilized only for staff members with supervisory responsibilities. NOTE: A rating of Unacceptable (1), Needs Improvement (2) or Superior (5) requires comments. The "overall performance" evaluation should reflect the staff member's total performance, including the performance factors, related to the staff member's responsibilities and duties as set forth in the job description, self-management factors, and, if applicable, supervisory factors.

Distribution Instructions:

Return the original form to the Office of Human Resources

Maintain one copy for departmental records (optional).

Give one copy to the employee.

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The following evaluation scale guide is being provided to assist the evaluator in assigning the most appropriate measurement of the staff member's performance factors, self-management factors, and supervisory factors.

Unacceptable – Consistently fails to meet job requirements; performance clearly below minimum standards and requirements. Immediate improvement required to maintain employment. **(Requires comments)**

Needs Improvement – Occasionally fails to meet job requirements; performance must improve to meet expectations of position. **(Requires comments)**

Meets Expectations – Able to perform all job duties satisfactorily. Normal guidance and supervision are required.

Exceeds Expectations – Frequently exceeds job requirements; all or most planned objectives were achieved above the established standards and accomplishments were made in unexpected areas as well.

Superior – Consistently exceeds job requirements; this is the highest level of performance that can be attained. **(Requires comments)**

PART II – PERFORMANCE FACTORS

1. Job Knowledge, Skills, Abilities – (Consider how the staff member understands work assignments, exhibits the required level of knowledge and/or skills to perform the job, and uses appropriate techniques, materials, and equipment).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

2. Planning and Organization – (Consider how the staff member plans and organizes his/her work load, maintains an effective work schedule, and coordinates with others).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

3. Quality of Work – (Consider how the staff member completes assignments and meets quality standards, including but not limited to accuracy, neatness, thoroughness and adherence to applicable standards and safety rules).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

4. Quantity of Work – (Consider the employee's production results, ability to manage several responsibilities simultaneously, and timeliness in meeting work schedules).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

5. Cooperation – (Consider to what extent the staff member displays a positive, cooperative attitude toward work assignments, co-workers, students, faculty, staff in other departments, and other customers, both internal and external).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

6. Communication – (Consider job related effectiveness in dealing with others, how clearly the staff member expresses ideas, both orally and in writing, and how well he/she listens and responds appropriately).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

1-Unacceptable; 2-Needs Improvement; 3-Meets Expectations; 4-Exceeds Expectations, 5-Superior

PART III – SELF-MANAGEMENT FACTORS

1. **Work Habits** – (Displays appropriate and consistent attendance, punctuality, dependability, availability, accessibility, and adherence to College policies, procedures, or practices; uses resources efficiently).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

2. **Teamwork** – (Promotes and demonstrates trust, mutual respect, and cooperative working relationships; supports the College's vision, mission, goals and objectives; supports and contributes to the attainment of unit goals and objectives; assists others; shares information as appropriate; supports open and honest communication; encourages and recognizes the contribution of others; places success of organization/unit/team above self-interest; contributes to unit cohesion).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

3. **Customer Service** – (Communication courteously and effectively to customers; listens carefully and with interest; assumes responsibility; asks questions in a caring and concerned manner; apologizes without blaming; responds in a timely manner; follows through to ensure problem is solved).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

4. **Initiative/Innovation** – (Plans ahead, initiates continuous improvement; uses creative and/or innovative thinking and problem solving).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

5. **Adaptability** – (Adapts to change, accepts constructive feedback and suggestions; receptive to new ideas; listens to others).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

6. **Judgment** – (Reasons logically; effectively analyzes problems and identifies solutions, determines appropriate action; and exhibits timely and decisive action).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ **NA** ☐

Comments/Recommendations:

1-Unacceptable; 2-Needs Improvement; 3-Meets Expectations; 4-Exceeds Expectations, 5-Superior

PART IV – SUPERVISORY FACTORS

Use the supervisor’s insert for all administrative staff members who have supervisory responsibility. Non-supervisory administrative staff DO NO NEED Part IV.

PART V – OVERALL PERFORMANCE

Please use this space to describe the overall performance rating. The overall rating should be a reflection of the performance factors, self-management factors, and supervisory factors (if applicable).

1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☐ NA ☐

Comments/Recommendations:

PART VI – TO THE STAFF MEMBER:

I have been advised of my performance ratings. I have discussed the contents of this review with my supervisor. My signature does not necessarily imply agreement. My comments are as follows (optional) (attach additional sheets if necessary):

Employee Comments:

Employee Signature: _____

Date: _____

SIGNATURES

Supervisor: _____

Date: _____

Reviewer (Dean): _____

Date: _____

Comments:

PART IV – SUPERVISORY FACTORS (This section is only for **administrative staff** with supervisory responsibilities).

1. **Leadership** – (Consider how well the supervisor demonstrates effective supervisory abilities, sets goals and priorities, gains respect and cooperation, inspires and motivates subordinates, models good work habits and behaviors, directs subordinates toward common goals, promotes cooperation between departments and supports administrative decisions).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

2. **Delegation/Coordination** – (Consider how well the supervisor demonstrates the ability to direct others in accomplishing work, effectively selects and motivates staff, gives clear instructions, defines works assignments, appropriately distributes workload, oversees the work of subordinates, and coordinates with subordinates and other staff).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

3. **Planning and Organizing** – (Consider how well the supervisor plans and organizes work for self and others, coordinates with others, establishes appropriate priorities, anticipates future needs, allocates time and resources, and carries out assignments effectively).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

4. **Quality Management** – (Consider how well the supervisor performs day-to-day administrative tasks, uses quality management tools and techniques when appropriate, achieves desired results, manage time, effectively administers policies and implements procedures, maintains appropriate contact with supervisor and other staff and stakeholders, and effectively and efficiently utilizes time, funds, staff, and/or equipment).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:

5. **Supervision of Staff** – (Consider how well the staff member serves as a role model, provides guidance and opportunities to their staff for their development and advancement, encourages teamwork and team participation, resolves work-related employee problems, assists subordinates in accomplishing their work-related objectives, communicates in a clear, concise, accurate, and timely manner with subordinates, and makes useful suggestions).

Unacceptable.....Superior N/A
1 2 3 4 5

Comments/Recommendations:



YEARLY PROFESSIONAL GROWTH PLAN FOR SUPPORT STAFF
REID STATE TECHNICAL COLLEGE

Name: _____

Plan for Academic Year: _____

Program Title: _____

Supervisor: _____

Employee Signatures: _____

Date: _____

Reviewing Supervisor Recommended: _____

Date: _____

Dean Approved: _____

Date: _____

Advancement Plan if Applicable

Position Classification as noted on Job Description

Rank: _____

Grades: _____

Current Rank and Grade _____

Eligible for Grade Advancement: ☐ Yes ☐ No

Advance To _____

Plan Year ☐ 1 ☐ 2 ☐ 3

Amended Plan ☐ 1 ☐ 2 ☐ 3



**YEARLY PROFESSIONAL GROWTH PLAN FOR SUPPORT STAFF
REID STATE TECHNICAL COLLEGE**

GOALS – AREA I ASSIGNED TASKS	ACTIVITIES TO SUPPORT OBJECTIVE(S)*	COMPLETION DATE
List Objectives:		

GOALS – AREA II PERSONAL WORK HABITS	ACTIVITIES TO SUPPORT OBJECTIVE(S)*	COMPLETION DATE
List Objectives:		

GOALS – AREA III PROFESSIONAL DEVELOPMENT AND/OR EDUCATION	ACTIVITIES TO SUPPORT OBJECTIVE(S)*	COMPLETION DATE
List Objectives:		

Professional Development Plan – Support Staff *Attach Documentation when Activity is Completed



YEARLY PROFESSIONAL GROWTH PLAN FOR SUPPORT STAFF – PART II REVIEW

AREA I – Supervisor Comments	AREA I – Employee Comments

AREA II – Supervisor Comments	AREA II – Employee Comments

Professional Development Plan – Support Staff
 *Attach Documentation when Activity is Completed

YEARLY PROFESSIONAL GROWTH PLAN FOR SUPPORT STAFF

AREA III – Supervisor Comments	AREA III – Employee Comments

<i>Additional Accomplishments</i>	<i>Additional Comments</i>

Reviewed: _____

Employee: _____

Date: _____

Reviewing Supervisor: _____

Date: _____

Dean: _____

Date: _____

Professional Development Plan – Support Staff
 *Attach Documentation when Activity is Completed

Appendix 7

Omnibus Transportation Drug Testing Act of 1991

Omnibus Transportation Drug Testing Act of 1991

On February 15, 1994, DOT published final rules implementing the Omnibus Transportation Employee Testing Act of 1991. Under the new rules, Reid State Technical College (RSTC) is required to conduct pre-employment/pre-duty, reasonable suspicion, random, and post-accident alcohol and controlled substances testing of each applicant for employment or employee who is required to obtain a CDL. An employee covered by the rules is prohibited from refusing to take a required test.

RSTC is required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and recordkeeping requirements; adopt an employee alcohol and controlled substances misuse program; and provide for alcohol and controlled substances misuse information for employees, supervisor training, and referral of employees to employee assistance programs.

Employee Alcohol Testing Program Requirements

A. In General

The new rules prohibit alcohol misuse that could affect performance of a safety-related function. This prohibition extends to (1) use of alcohol on the job; (2) use of alcohol during the four hours (in most cases) before performance of a safety-sensitive function; (3) having prohibited concentrations of alcohol in the system while performing safety-sensitive functions; (4) exhibiting behavior and/or appearance characteristic of alcohol misuse or an adverse effect on the employee's ability to perform due to alcohol misuse while performing safety-sensitive functions, and (5) use of alcohol following an accident.

RSTC is responsible for both implementing the federal alcohol testing program and enforcing the federal alcohol misuse prohibition. In addition to conducting mandated alcohol testing, a college or university which determines that a covered employee has misused alcohol must immediately relieve the individual from performing safety-related functions and impose a system of federally prescribed penalties as follows:

- A covered employee with an alcohol concentration of 0.02 or greater but less than 0.04 may not be permitted to perform safety-sensitive functions until the next scheduled duty period (but not less than 24 hours following administration of the test). However, a covered employee shall be prohibited for driving for a period of one year following an alcohol test indicating an alcohol concentration of 0.02 or greater when he or she has been involved in a fatal accident.
- A covered employee who is found through testing to have an alcohol concentration of 0.04 or greater may not drive a commercial motor vehicle for a period of 60 consecutive days.
- A covered employee who, during any three-year period, is found (as a result of alcohol testing conducted by RSTC in conformity with federal alcohol testing requirements or a federal, state, or local government official) to have an alcohol concentration of 0.04 or greater in two separate incidents may not drive or instruct others for a period of 60 consecutive days.
- A covered employee who, during any three-year period, is found (as a result of alcohol testing conducted by RSTC in conformity with federal alcohol testing requirements or a federal, state, or local government official) to have an alcohol concentration of 0.04 or greater three or more times in separate incidents may not drive for a period of 120 consecutive days.
- In addition to the driving prohibition, a covered employee who is found through testing (conducted in conformity with the federal rules) to have an alcohol concentration of 0.04 or greater may not perform any safety-sensitive functions until he or she has been evaluated by a substance abuse professional (SAP), completed any rehabilitation required by the substance abuse professional, and tests at less than 0.02 for the presence of alcohol (e.g., employment agency).

B. Required Tests

1. Pre-Employment Testing

No covered employee may perform a safety-sensitive function unless he or she has been administered an alcohol concentration test with a result indicating an alcohol concentration less than 0.04.

2. Post-Accident Testing

a. In General

As soon as practicable following an accident, RSTC is required to test each surviving covered employee for alcohol if (1) the employee was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life or (2) the employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

If a required post-accident alcohol test is not administered within two hours following the accident, RSTC must submit a report to the DOT stating why the test was not promptly following an accident, attempts to administer the test must cease. The DOT report must contain an explanation of the events that resulted in the failure to administer the test.

b. Post-Accident Information Requirement

Prior to performing a safety-sensitive function, RSTC is required to provide each covered employee with necessary post-accident information, procedures, and instructions prior to the employee performing a safety-sensitive function.

c. Post-Accident Testing Conducted by Federal, State, and Local Officials

The results of a breath or blood test for the use of alcohol conducted by a federal, state or local official having independent authority to conduct such test satisfy the requirements of the regulations provided such test conform to applicable federal, state, or local requirements and the results of the tests are made available to RSTC.

3. Random Testing

Under the random testing requirement, RSTC must randomly select covered employees at various times for unannounced alcohol testing. The random selection program was developed by Dr. William Spencer of Auburn University. Social Security numbers will be used to assure that all covered employees have an equal chance of being tested. The program will establish test dates reasonably throughout the 12-month testing period; RSTC will assure that the number of covered employees randomly selected for random alcohol testing equals an annual rate of not less than 25 percent of the total number of the average number of positions.

4. Reasonable Suspicion Testing

a. In General

RSTC is required to test covered employees for controlled substances when it has reasonable suspicion to believe that the employee has violated the controlled substance prohibition. A determination that reasonable suspicion exists to require a controlled substance test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee. The observations may include indications of the chronic and withdrawal effects of controlled substances.

Reasonable suspicion testing is authorized only if the required observations are made by a trained supervisor or municipal official during, just preceding or just after the period of the work day that the covered employee is performing a safety-sensitive function. The supervisor or official who makes the determination is, however, generally prohibited from conducting the reasonable suspicion test on that employee.

b. Written Record Required

A written record of the observations leading to a controlled substance reasonable suspicion test must be made and signed by the supervisor or RSTC official who made the observations. This record must be made

within 24 hours of the observed behavior or before the results of the controlled substance test are released, whichever is earlier.

5. Return-to-Duty Testing

RSTC is required to ensure that, prior to returning to a safety-sensitive function, a covered employee who has violated any of the controlled substance use rules undergoes a return-to-duty controlled substance test with a result indicating a verified negative result for controlled substance use.

6. Follow-up Testing

Each covered employee identified by a substance abuse professional as needing assistance in resolving problems with controlled substances, and who has returned to duty involving the performance of a safety-sensitive function, is subject to a minimum of six unannounced, follow-up controlled substance tests administered by RSTC over the first 12 months following his or her return to duty.

C. Administration of the Controlled Substance Test

1. Test Procedure

After the donor has provided a urine sample, a collection-site person is required to split the sample into two bottles. Following completion of a chain of custody form, the collection site person ships both bottles, to a DHHS-certified laboratory for analysis.

In the event the primary specimen is negative, the laboratory proceeds to dispose of the split sample. Alternatively, if the test of the primary sample is confirmed positive, the laboratory continues to hold the split specimen for a year (or longer if a legal challenge is pending) to ensure that it remains available for a second test. If the employee-donor requests a test of the split specimen, the first laboratory is required to ship the unopened split sample to a second DHHS-approved laboratory for testing. If the test of the split sample fails to confirm the presence of a controlled substance, the entire test is canceled.

2. Testing Site

It is the obligation of RSTC to assure that the secured testing site affords both aural and visual privacy to the person being tested. RSTC has arranged Dr. Herbert Kinsey's office to conduct tests for controlled substances.

D. Test Results, Record Retention, and Confidentiality

1. Record Retention

RSTC will maintain records of its controlled substance program in the Dean of Students & Instructional Services's file cabinet with controlled access as follows:

- Five-year Retention Requirement: records of covered employee verified positive controlled substance test results, documentation of refusals to take a required controlled substance test, covered employee evaluations and referrals
- Two-year Retention Requirement: all records related to controlled substance collection and training
- One-year Retention Requirement: records of negative and canceled controlled substance test results

2. Reporting of Results in a Management Information System

RSTC is required to submit to the Federal Highway Administration an annual report summarizing the results of its controlled substance program for each calendar year.

E. Alcohol Misuse Information, Training, and Referral

1. RSTC Obligation to Promulgate a Policy on the Misuse of Controlled Substances

RSTC is required to provide specific educational materials that explain the requirements of the new rules and the college policies and procedures with respect to meeting those requirements. The College is also required to provide a written notice to each covered employee and to representation of employee organizations concerning the availability of this information.

2. Training for Supervisors

RSTC will ensure that individuals designated to determine whether reasonable suspicion exists to require an alcohol test receive at least 60 minutes of training on the physical, behavioral, speech, and performance indicators of probable alcohol misuse.

3. Referral, Evaluation, and Treatment

The Act provides that an “opportunity for treatment must be made available to covered employee.” The DOT has stated that it does not intend to interpret this provision to require RSTC to provide or pay for rehabilitation or, to hold a job open for an employee with or without salary. RSTC is required to advise a covered employee who has engaged in prohibited conduct of the available resources for evaluation and treatment of alcohol problems, including the names, addresses and telephone numbers of substance abuse professionals, counseling centers, and treatment programs.

Employee Controlled Substances Testing Requirements

A. In General

A covered employee may not report for duty or remain on duty requiring the performance of a sensitive-safety function when the individual uses any controlled substance. An exception to this rule applies in the case of an employee whose use of a controlled substance is pursuant to the instructions of a physician who has advised the employee that the substance will not adversely affect his or her ability to safely operate a commercial motor vehicle. RSTC will require covered employees to notify it of any therapeutic drug use.

Following a determination that a covered employee had engaged in prohibited use of a controlled substance, the new rules generally require that RSTC remove the employee from any duty which involves the performance of a safety-related function and impose the following system of consequences:

- First Offense: professional referral and the employee must submit a urine specimen that has a negative result
- Second Offense Within a Three-Year Period: professional referral, 60-day driving suspension and the employee must submit a urine specimen that has a negative result
- Third Offense Within a Three-Year Period: professional referral, 120-day driving suspension and the driver must submit a urine specimen that has a negative result
- Refusal to be Tested: one-year minimum driving prohibition, and the driver must submit to a urine specimen that has a negative result

B. Required Tests

1. Pre-Employment/Pre-Duty Testing

The Act specifically provides that no covered employee may perform a safety-sensitive function unless he or she has received a controlled substances test result from a medical review officer indicating verified negative test result.

The test may be administered at any time prior to the first time the employee performs safety-sensitive functions for RSTC. RSTC has the option of conducting this test during the hiring process or before the employee begins performing the sensitive-safety functions.

If RSTC uses, but does not employ, a driver more than once a year, RSTC must assure itself once every six (6) months that the driver participates in an alcohol and controlled substances testing program(s) that satisfies the regulations.

2. Post-Accident Testing

a. In General

As soon as practicable following an accident, RSTC must test each surviving covered employee for controlled substances if (1) the employee was performing a safety-sensitive function with respect to the vehicle and the accident involved the loss of human life or (2) the employee receives a citation under state or local law for a moving traffic violation arising out of the accident.

In the event a required controlled substance test is not administered within 32 hours following the accident, RSTC must cease attempts to administer the test, and prepare and maintain on file a record stating the reasons the test was not promptly administered.

b. Post-Accident Information Requirement

RSTC is required to provide all covered employees with necessary post-accident information, procedures and instructions, prior to the employee performing a safety-sensitive function.

c. Post-Accident Testing Conducted by Federal, State, and Local Officials

The results of a urine test for the use of controlled substances conducted by a federal, state, or local official having independent authority to conduct the test shall satisfy the requirements of the regulations if (1) such tests conform to applicable federal, state, or local requirements; and (2) the results of the tests are obtained by RSTC.

3. Random Testing

RSTC is required to randomly select covered employees at various times for unannounced controlled substances testing. The covered employees must be selected through a “scientifically valid method” (i.e., computer-based random number generator that is matched with employees’ Social Security numbers, payroll identification numbers, or other comparable identifying numbers). Covered employees must have an equal chance of being tested under the random process used.

Although random testing is limited to the time period surrounding the performance of safety-sensitive functions, the testing dates must be unpredictable (i.e., spread reasonably throughout the year). It is the responsibility of RSTC to ensure that the number of employees randomly selected for controlled substance testing during the year is equal to an annual rate of not less than 50 percent of the average number of driver positions.

Covered employees will only be tested while performing safety-sensitive functions: immediately before performing a safety-sensitive function; or immediately after he or she has ceased performing a safety-sensitive function.

4. Reasonable Suspicion Testing

RSTC must test covered employees for alcohol misuse when it has reasonable suspicion to believe that the employee has violated the rules. A determination that reasonable suspicion exists to require an alcohol test must be based on specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the employee. Reasonable suspicion testing is authorized only if the required observations are

made during, just preceding or just after the period of the work day that the covered employee is performing a safety-sensitive function.

The observation and determination that a reasonable suspicion exists must be made by a supervisor trained in detecting the symptoms of alcohol misuse. The supervisor making the determination is, however, generally prohibited from conducting the reasonable suspicion test on that employee. RSTC will conduct reasonable suspicion detection training for all supervisors on December 1, 1995 and annually thereafter.

5. Return-to-Duty Testing

RSTC must ensure that a covered employee who has violated any of the alcohol misuse rules is evaluated and undergoes an alcohol test with a result indicating an alcohol concentration of less than 0.02 before returning to a safety-sensitive function.

6. Follow-up Testing

Each covered employee identified by a substance abuse professional as needing assistance in resolving problems with alcohol misuse, and who has returned to duty involving the performance of a safety-sensitive function, is subject to a minimum of six unannounced follow-up alcohol tests administered by RSTC over the first 12 months following his or her return to duty.

C. Administration of the Alcohol Test

1. Procedure

In general, employee alcohol testing must be conducted through use of an evidential breath testing device (EBTD). However, a blood alcohol test kit may be used under certain limited exceptions. Arrangements have been made for RSTC personnel to receive EBTD tests at the Evergreen City Police Department, and blood alcohol tests will be administered by Dr. Herbert Kinsey's office.

a. Breath Testing

Employee alcohol testing must be conducted by a trained breath alcohol technician (BAT). A supervisor is generally prohibited from administering a breath test to any employee he or she directly supervises.

The BAT must conduct the test using a federally approved EBTD that is able to (1) print itself or via a separate printer, three copies of each test result; (2) number each test sequentially, with numbers visible to both the BAT and the employee before each test and printed out on the result; and (3) provide an "air blank" or test of the ambient air to ensure that is reported zero when no one was breathing into the instrument.

b. Blood Alcohol Tests

Blood alcohol testing is authorized only (1) when the rules require a post-accident or reasonable suspicion test and an EBTD is not readily available (2) when the rules require a post-accident or reasonable suspicion test and an EBTD suitable for confirmation testing is not readily available; or (3) when the covered employee attempts and fails to provide an adequate amount of breath.

2. Testing Site

Under the alcohol testing site requirements, the site must (1) afford aural and visual privacy to the person being tested and (2) be secured while testing is going on, or where the EBTD is present. Secured mobile units (e.g., vans) that satisfy the privacy standards may be used as testing sites.

3. Federal Alcohol Testing Form

RSTC will use one of two types of standardized federal testing forms. The forms, which are reprinted at the end of the appendix may not be changed or modified.

D. Test Results, Record Retention, and Confidentiality

1. Retention of Records

RSTC will maintain records of its alcohol misuse prevention program in the Dean of Students & Instructional Services's secured file cabinet. Access will be controlled as follows:

- Five-year Retention Requirement: records of any employee alcohol test results indicating an alcohol concentration of 0.02 or greater; documentation of refusals to take required alcohol tests; equipment calibration documentation; and documentation of employee evaluations and referrals
- Two-year Retention Requirement: records related to the collection process and training
- One-year Retention Requirement: records of negative test results.

2. Management Information System Reporting Requirements

RSTC will submit to the appropriate office within the DOT an annual report summarizing the results of its alcohol misuse prevention program for each calendar year.

E. Alcohol Misuse Information, Training, and Referral

1. Alcohol Misuse Policy

RSTC is required to provide educational materials that explain the requirements of the new rules and municipal policies and procedures with respect to meeting the federal requirements. Written notice of the availability of this information must be provided to each covered employee and employee organizations must be notified of its availability.

A substance abuse professional is required to evaluate each covered employee who violates the rules to determine whether the employee requires assistance. In addition, prior to returning to duty, each employee identified as needing assistance must: (1) be evaluated again by a substance abuse professional to determine whether the employee has successfully complied with the rehabilitation program prescribed following the initial evaluation; (2) undergo a controlled substance test with a negative result; (3) undergo a minimum of six unannounced, follow-up controlled substance tests over the following twelve months. Compliance with the prescribed treatment is a precondition of re-employment. The final determination whether to return an employee to his or her position is left to RSTC.

The required evaluation and rehabilitation may be provided by RSTC by a substance abuse professional under contract with it or by a substance abuse professional not affiliated with RSTC. The choice of substance abuse professional and assignment of costs will be made in accordance with any existing agreements between RSTC and its' employees and municipal policies. Dr. Herbert Kinsey's office will provide these services.

Effective Date

As a small employer, RSTC will implement and comply with the new requirements beginning on January 1, 1996.

Appendix 8

Leave Form

REID STATE TECHNICAL COLLEGE

LEAVE REQUEST FORM

SICK LEAVE: Sick leave benefits will be granted only for the following reasons, as adopted by resolutions of the State Board of Education:

- A. Personal illness
- B. Bodily injury which incapacitates an employee
- C. Attendance upon an ill member of the immediate family of the employee
- D. Death of a member of the family

Accumulate an unlimited number of sick leave days.

EMERGENCY LEAVE: "Emergency" is an unforeseen circumstance which requires immediate action by an employee. In situations where annual and sick leave have been exhausted, the president may approve emergency leave to an employee up to a maximum of three days per leave year. Emergency leave days are not accumulated nor paid on termination or resignation of employment. Emergency leave is for non-instructional employees only.

PERSONAL LEAVE: Personal leave is granted by the President's approval in accordance with State Board Policy, which is as follows:

- A. Two days of personal leave may be granted after approval of request for non-instructional employees.
- B. Five days of personal leave may be granted after approval of request for instructional employee.
- C. Requests for personal leave shall be made at least 24 hours in advance of the starting time of such leave
- D. At no time shall personal leave be granted to employees of the institution in such numbers that their absences would impede and impair institutional operation.

ANNUAL LEAVE: Annual leave benefits will be granted only to Administrative and Support Staff. Annual leave may be taken at the appropriate time as approved in advance by the President. Annual Leave can be accumulated to 60 days.

COMPENSATORY LEAVE: All personnel at Reid State Technical College are expected to perform the duties of their positions during regularly scheduled work hours. On occasion it is necessary for employees to work additional hours to perform their duties. In some instances employees may receive leave to compensate for extra hours worked. Guidelines are stated in the ACCS Policy Manual.

REFER TO ACCS POLICY MANUAL FOR OTHER TYPES OF LEAVE

DATE: _____

TYPE OF LEAVE: _____

DATE(S) OF ABSENCE: Beginning: _____ **Ending:** _____ **Number of Hours:** _____

EMPLOYEE NAME (Print): _____

EMPLOYEE SIGNATURE: _____

APPROVED: _____
Supervisor/Division Chair

President

APPROVED: _____

Dean of Students & Instructional Services

leave\msc

Business Office	
Employee No.	
Date Proc.	

Appendix 9
Safety Referral Form

Accident Report Form

Date: _____ Department _____

Time of Injury _____

Name of Person Injured _____

Type of Injury _____

Nature of Accident _____

Treatment _____

Witnesses to Accident

Instructor Signature

Date

Appendix 10
Maintenance Forms



MAINTENANCE REFERRAL

Date: _____

Person Requesting Maintenance Work: _____

Building/area: _____

Description of Problem: _____

Is it a safety hazard? Yes _____ No _____

Signature

Comments:

Assigned to: _____

To be completed by what date? _____

Business Manager

Person Making Repair

Date Repairs Were Completed

Appendix 11
Invitation to Bid Forms

Date:

Bid #00-00

Invitation to Bid

Sealed bids for items listed below will be accepted by the Business Office at Reid State Technical College until 10:00 a.m. on _____. All bidders must use our bid form and show on envelope the opening date and bid number. Bids should be addressed to: Mrs. Sandra Smith, Fiscal Accountant, Reid State Technical College, P. O. Box 588, Evergreen, Alabama, 36401.

David J Rhodes, Interim President

See Attachment for Specifications.

The attached specifications are for the specified items. The bid prices quoted will be applicable for the period _____.

"All bids shall be sealed when received" (Alabama Code 41-16-54). Bids delivered by the vendor, United States Postal Service, Federal Express, UPS or other delivery service must have the bid number indicated on the envelope. It is the responsibility of the vendor to have the bid proposal delivered to the correct addressee and location.

Bids must be received prior to bid opening date and time. Late bids will not be considered.

All information shall be entered in ink, typewritten or computer generated in the appropriate space on the forms. An authorized company representative must sign bid in ink.

Prices submitted on the bid must remain effective for a period of forty (45) days for complete bid evaluation.

College reserves the right to reject any or all bids.

This proposal is to be made without connection to any other person, company, or parties making a bid or proposal and is to be in all respects fair and in good faith, without collusion or fraud.

Bid prices are not to include tax. Tax exemption certificate furnished upon request.

Quote F.O.B. delivered to sites listed in specifications. The successful bidder must assume all liability/responsibility for damage in transit.

The responsibility of determining the acceptability of any products offered rests solely with College.

Successful bidder must provide a copy of current state, county or city business license, general contractor's license or applicable license as required by law.

All bids must be notarized.

Payment shall be contingent upon the College's inspection of and satisfaction with completed work or materials.

Any defective work or materials, non-conformance to bid specifications, damaged materials, or unsatisfactory installation shall be corrected to the College's satisfaction by the successful bidder at no additional charge.

Notwithstanding any other provision in this Agreement, the parties acknowledge and agree that the terms and commitments contained herein shall not constitute a debt of the State of Alabama in violation of Sections 213 of the Constitution of Alabama of 1901, as amended by Amendment No. 26.

It is further agreed that if any provision of this Agreement shall contravene any statute of Constitutional provision, either now in effect of which may be enacted during the term of this Agreement, then the conflicting provision of the Agreement shall be deemed null and void.

The bidder acknowledges, and agrees that its sole and exclusive remedy for any monetary claim or any claim for which College has sovereign immunity that may arise from or relate to this Agreement is to file a claim with the Board of Adjustment of the State of Alabama. Any claim for equitable relief or for which College does not have sovereign immunity shall be brought exclusively in the appropriate state or federal court situated in and/or covering Conecuh County, Alabama.

This Agreement shall be governed by and construed in accordance with the laws of the State of Alabama without giving effect to any choice or conflict-of-law provisions or rules (whether of the State of Alabama or any other jurisdiction) that would cause the application of the laws of any jurisdiction other than those of the State of Alabama.

These terms and conditions shall supersede any contrary language in any agreement entered into by the parties. All terms shall be reduced to writing and will not rely on any oral terms, nor shall any oral terms or agreement be incorporated herein.

As an entity of the State of Alabama, the parties recognize and agree that College cannot and will not agree to indemnify any party to a contract resulting from this bid.

In the event of proration of the fund from which payment under which this agreement is to be made, the agreement will be subject to termination.

College reserves the right to purchase according to availability of funds.

All applicable shipping and handling costs must be included in the pricing submitted with the bid.

NONRESIDENT BIDDER INFORMATION

41-16-57

(b) The awarding authority in the purchase of or contract for personal property or contractual services shall give preference, provided there is no sacrifice or loss in price or quality, to commodities produced in Alabama or sold by Alabama persons, firms, or corporations. Notwithstanding the foregoing, no county official, county commission, school board, city council or city councilmen, or other public official, state board, or state agency charged with the letting of contracts or purchase of materials for the construction, modification, alteration, or repair of any publicly owned facility may specify the use of materials or systems by a sole source, unless:

- (1) The governmental body can document to the satisfaction of the State of Alabama Building Commission that the sole source product or service is of an indispensable nature, all other viable alternatives have been explored, and it has been determined that only this product or service will fulfill the function for which the product is needed. Frivolous features will not be considered.
- (2) The sole source specification has been recommended by the architect or engineer of record and who also documents that there is no other product available and that the use of the requirement is of an indispensable nature and why.
- (3) All information substantiating the use of a sole source specification is documented in writing and is filed into the project file.

We are in position to furnish the above at the prices shown and can make shipment within _____ days after receipt of order. Any attachment hereto is made and becomes a part of this inquiry and must be signed by Bidder.

I hereby affirm I have not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price, or to refrain from bidding, or otherwise.

In compliance with Act 2016-312, the contractor hereby certifies that it is not currently engaged in, and will not engage in, the boycott of a person or an entity based in or doing business with a jurisdiction with which this state can enjoy open trade.

All bidders are required to complete a Disclosure Statement. Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. A Vendor Disclosure Statement is concluded in the bid proposal. Any changes to the status of the information on this form will require the submission of an updated form to the college.

Alabama law (section 41-4-116, Code of Alabama 1975) provides that every bid submitted and contract executed shall contain a certification that the vendor, contractor, and all of its affiliates that make sales for delivery into Alabama or leases for use in Alabama are registered, collecting, and remitting Alabama state and local sales, use, and /or lease tax on all taxable sales and leases into Alabama. **By submitting this bid, the bidder is hereby certifying that they are in full compliance with Act no. 2006-557.** They are not barred from bidding or entering into a contract pursuant to 41-4-116, and acknowledge that the awarding authority may declare the contract void if the certification is false.

This Bid Must Be Notarized.

SWORN TO AND SUBSCRIBED BEFORE
ME THIS _____ DAY OF _____,
20 ____.

Notary Public

FIRM _____

BY _____
Signature Acceptable In Ink Only

Street Address _____
City _____

Terms _____
Date _____

We reserve the right to accept or reject all bids or any portion thereof.

Reid State Technical College
P.O. Box 588
Evergreen, AL 36401

BID TABULATION

PROJECT: Bid #00-00 BIDS RECEIVED: _____
FOR: _____ AT: Reid State Technical College
Evergreen, Alabama

Bidder	Address	Total Bid
Notes:		

CERTIFICATE:

I certify this to be a true and correct tabulation of all bids received for this Project.

Interim President

Subscribed and sworn to me this _____ day of _____, 20 ____.

Notary Public

Commission Expires _____



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

()

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

()

TELEPHONE NUMBER

This form is provided with:

☐ Contract ☐ Proposal ☐ Request for Proposal ☐ Invitation to Bid ☐ Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify below the State Agency/Department that received the good or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED
-------------------------	------------------------	-----------------

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

☐ Yes ☐ No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT
-------------------------	--------------------	-----------------

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY
----------------------------------	---------	-------------------------

OVER

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT AGENCY WHERE EMPLOYED
-----------------------	---------	---	---

If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultant and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
----------------------------------	---------

By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.

Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.

Note: Public officials referenced above include the Chancellor and Vice Chancellor of the Alabama Department of Postsecondary Education and any member of the Alabama State Board of Education.

Appendix 12

Property Transfer Forms



REID STATE TECHNICAL COLLEGE
Evergreen, Alabama

Departmental Transfer/Loan

☐ Permanent Transfer

☐ Loan

Inventory Number _____

Description of item _____

From _____ Department to _____ Department

Reason for transfer _____

Signature of person releasing equipment _____

Signature of person receiving equipment _____

Approved by College President _____

Approved by Business Manager _____

Approved by Dean/Dept. Chair _____

Date of transfer _____

Please complete this form whenever equipment is transferred from one department to another.
The completed form should be given to the fiscal office accountant in the Business Office.

INSTRUCTIONS

1. Complete transfer form.
2. Secure signatures of persons releasing and receiving equipment.
3. Secure all approvals prior to transfer.
4. Submit completed transfer form to Business Office for processing.

Accounting Department

Processed: Date _____ Initials _____

New Inventory Number _____



Evergreen, Alabama

INACTIVE EQUIPMENT TRANSFER TO WAREHOUSE

Department _____ Date _____

Inventory Number	Description	Serial Number	Purchased	Amount	Accounting Department
					New Inventory Number

I certify the above equipment is not serviceable for instructional use and request that items listed be disposed of. I have released the equipment to _____ for storage until it is disposed of.

Date _____

Instructor _____

Received by _____

Date _____

Approved: _____

President

Approved: _____

Fiscal Accountant

Accounting Department

Processed: Date _____

Initials _____

Appendix 13

Statement of Travel, Travel Request, Professional Development Request

Department/Agency		Code Number		Division		Funds	
APPROVED _____ Department Head		Name Address City		State		Zip	
Official Station or Base		Above Space for Name, Address of Traveler					

Month And Date	POINTS OF TRAVEL		Private Car Miles	Hour of Departure From Base		Hour of Return to Base		Amount Per Diem Claimed
	From City	To City		AM	PM	AM	PM	

Total Number of Miles Traveled	TOTAL PER DIEM CLAIMED	
	MILEAGE (# of miles x mileage rate)	
Detail miscellaneous expense and furnish receipts when required. This space for departmental approval, etc. Use extra sheets when necessary.	MISCELLANEOUS EXPENSE	
	TOTAL THIS EXPENSE ACCOUNT	\$
	I HEREBY CERTIFY that the travel and expense indicated hereon was accomplished in the performance of official duties pursuant to travel granted me.	
	Signature of Traveler _____	
	Sworn to and subscribed before me this _____ day of _____	
	Notary Public _____	

Funds

Official Station or Base

Signature of Payee

Notary Public

Travel Expenses

Commercial Transportation (incl rental car/gas) 0300-02

Meals and lodging 0300-03

SUBTOTAL TRAVEL EXPENSES

[illegible]

To

249

Funds

Official Station or Base

The mileage and subsistence expenses indicated in this expense account has been previously authorized and has been checked for compliance.

I hereby Certify That the Within Account in the Amount below is correct, due, and unpaid

Signature of Payee

Sworn to and subscribed before me this _____ day of _____

Notary Public

Amount

SUBTOTAL TRAVEL EXPENSES

TO

250



IN STATE TRAVEL REQUEST

This is to request approval of the travel of _____
(Name)
for the purpose of _____
at _____, _____, I plan to leave Evergreen on _____
(City) (State) (Date)
at _____ and travel in _____
(Time) (particular state vehicle, personal car, etc.)
I plan to return to Evergreen on _____ at _____ The expenses relating to the trip will
(Date) (Time)
be approximately \$ _____ and will be paid from _____ The use of the state car
(Specify Account)
_____ requested. Please attach any paperwork that explains or justifies this travel.
(is/is not)

Passengers* and their status (SGA, etc.) include:

- | | |
|----------|-----------|
| 1) _____ | 6) _____ |
| 2) _____ | 7) _____ |
| 3) _____ | 8) _____ |
| 4) _____ | 9) _____ |
| 5) _____ | 10) _____ |

Expenses: _____
Mileage: _____
Per Diem: _____
Other: _____

***RSTC employee must accompany students within the same vehicle.**

In case of emergencies or importance, the passengers listed about and I can be located at (list dates, telephone numbers, names of hotels with addresses, etc.):

Employee: _____	Date: _____
Reviewed by Chairperson: _____	Date: _____
Recommended by Dean: _____	Date: _____
Approved by Dean of Fiscal Services: _____	Date: _____
Approved by President: _____	Date: _____

Travel request: _____ Approved: _____ Not approved due to _____
Mode of travel: _____ Approved: _____ changed to _____ due to _____



Reid State Technical College
P.O. Box 588
Evergreen, Alabama 36401

Date: _____

Request is respectfully made for authorization of travel by _____
to _____, _____ for the purpose of _____ Employee
City State

Mode of Transportation _____
Lodging (specify hotel if known) _____
Date of Departure _____
Date of Return to Home Base _____

ESTIMATED COST

Transportation	_____	Signature	_____
Conference Fee	_____		_____
Registration Fee	_____		Type or Print Name
Room	_____	Approved:	_____
Meals	_____		Supervisor/Department Chair
		Approved:	_____
			Dean of Instruction/Students
		Approved:	_____
			Business Manager
		Approved:	_____
			President

In City Transportation

Taxi _____
Car Rental _____
Total\$ _____

Expenses will be paid from:
State Funds ()
Federal Funds ()

Charge to: _____



REID STATE TECHNICAL COLLEGE

"The College That Works"

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Print Name: _____

Position Title: _____

Destination: _____

Reason for Requesting Professional Development Leave: _____

Travel Expense Required: ☐ Yes

☐ No

Transportation: ☐ State Vehicle

☐ Private Vehicle

Total Hours Requested	TIME		Inclusive Dates	
	From	To	From	To

Employee

Date

Dean

Date

Immediate Supervisor

Date

President

Date

REID STATE TECHNICAL COLLEGE

“The College That Works”

PROFESSIONAL DEVELOPMENT LEAVE REQUEST

Print Name: _____

Position Title: _____

Destination: _____

Reason for Requesting Professional Development Leave: _____

Travel Expense Required: ☐ Yes

☐ No

Transportation: ☐ State Vehicle

☐ Private Vehicle

Total Hours Requested	TIME		Inclusive Dates	
	From	To	From	To

Employee

Date

Dean

Date

Immediate Supervisor

Date

President

Date

Appendix 14

Internet Use Agreement

Internet Use Agreement
Reid State Technical College
Internet Agreement

Computer use policies safeguard the rights and privileges of all users. In exchange for the use of Reid State Technical College computer systems, either at school or away from school, I understand and agree to the following:

1. It is my responsibility to avoid abusive conduct, which would include, but not be limited to the altering of system software, placing of unlawful information, computer viruses or harmful programs on or through the system in either public or private files or messages.
2. I am accountable for the use of my password. My password will not be revealed to anyone. Any problems, which arise from the misuse of my home directory, are my responsibility.
3. I will not use the school's computer system to obtain, view, download, or otherwise gain access to or transmit materials that are unlawful, obscene, pornographic, abusive, or otherwise objectionable.
4. If I receive any unsolicited on-line contact, I will not respond and will advise my instructor or the system administrator immediately.
5. I will use only software owned or approved by Reid State Technical College on all workstations and networks.
6. I will use all computer equipment as intended. I will not tamper with terminals, associated equipment or otherwise disable the system or related equipment.
7. I will not change, copy, rename, delete, read, or otherwise access files or software that I did not create, unless I have written permission from the System Administrator.
8. I will not use school computer equipment for anything other than school related work without permission from the System Administrator.
9. I will not participate in peer-to-peer file sharing or downloading of illegal file sharing sources.
10. I will not participate in the unauthorized distribution of copyrighted materials.
11. I will reference Reid State's File sharing and distribution regulations for further information on copyright law.
12. I have read and agree to conditions in the Terms and Conditions for Internet Use as described in Reid State Technical College's Internet Acceptable Use Policy.

I understand and will abide by the above Internet Use Agreement. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action and/or appropriate legal action may be taken.



THE HIGHER EDUCATION OPPORTUNITY ACT (HEOA) (Public Law 110-315) was passed by Congress in August 2008. The HEAO is a reauthorization of the Higher Education Act. Within this legislation, you will find regulations requiring colleges to publish their plan for compliance with copyright law.



EFFECTIVE PREVENTION OF UNAUTHORIZED DISTRIBUTION OF COPYRIGHTED MATERIALS PLAN

Reid State Technical College does not endorse peer-to-peer file sharing on campus! **WE RESTRICT** downloading p2p software on college computers and request those using individual laptops to curtail usage while on campus!

If Reid State Technical College receives a copyright breach claim involving music, software, videos, games, or other digital resources, we take the following actions under the Digital Millennium Copyright Act or DMCA:

- **We** verify network usage logs to examine the system alleged to be involved in copyright infringement;
- **We** identify the person using the network;
- **We** suspend the user's internet access;
- **We** notify the copyright holder (or agent) that we are handling the infringement claim under the rule of the DMCA;
- **We** do not release the user's identity
- **We** inform the user that an infringement claim has been made
- **We** question the user about their downloading or sharing of the copyrighted material in question without permission.
- **We** continue with disciplinary actions according to the College's policies in the Student Handbook pg. 38.

Appendix 15

EMPLOYEE AND/OR DEPENDENT TUITION WAIVER FORM

EMPLOYEE AND/OR DEPENDENT TUITION WAIVER FORM

Employee's Name _____ Employee ID # & Position/Title _____

Phone # _____ Email _____

Dependent's Name _____ Dependent's Student ID or SS# _____

Phone # _____ Email _____

Relationship to Employee: (check one)

☐ Self ☐ Spouse ☐ Unmarried Natural or Adopted Child ☐ Unmarried Step-Child ☐ Legal Ward

Does the Dependent live with you? ☐ Yes ☐ No With former Spouse? ☐ Yes ☐ No

(Dependents must reside in the household of the employee or the employee's former spouse. Exception: step-child must reside in the household of the employee)

Institution to Attend _____ Term/Year _____

Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No
Course # _____	Course Name _____	Credit Hours _____	Online: <input type="checkbox"/> Yes <input type="checkbox"/> No	Audit: <input type="checkbox"/> Yes <input type="checkbox"/> No

I certify that I am familiar with the provisions of the Employee and/or Dependent Tuition Waiver policy and that the person(s) requesting the tuition waiver benefits qualifies as an eligible employee or dependent in accordance with the policy. (See reverse of form for policy and/or processing steps).

**INITIAL BY EACH ITEM
AND SIGN BELOW**

_____ All fees (other than portion of tuition waiver), books and supplies are the responsibility of the student
_____ Maximum of one audit per term
_____ Waiver does not apply to repeated courses
_____ Student must abide by the academic limitations and policies of the attending institution (including any course limitations)
_____ Unofficial Transcripts (and current course schedule) must be attached to this form

It is the responsibility of the employee and/or dependent to ensure that all documents and forms (requested by the college where the student is enrolled) are submitted and signed by the appropriate personnel in a timely manner prior to submission. Any packets deemed as incomplete will cause a delay in the processing of the tuition waiver. Please be sure to check with the college in which you are registered for courses to ensure the packet is complete.

Employee Signature _____

Date _____

Supervisor (if required) _____

Date _____

This section to be completed by the Human Resources department at the institution of employment.

Certification: Full Waiver _____ 2/3 Waiver _____ 1/3 Waiver _____ Full-time Employment Date _____	Date of Employee Retirement _____
*Dependents are eligible for waiver for a maximum of 5 years from date of employee retirement.	
Certifier Name: _____ Title: _____	Date: _____

This section to be completed by the appropriate college official at the institution of attendance.

Certification: Student's GPA is at least 2.0? Yes _____ No _____
Certifier Name: _____ Title: _____ Dept/Division: _____ Date: _____

This section to be completed by the President at the institution of attendance.

Based on the certified information above, I hereby certify that _____	_____ has been approved to receive all benefits granted under
the Employee and Dependent Tuition Waiver Program for _____ hours at the institution of _____	
President: _____	Date: _____