

## 4.1.3.a.p<sup>(III.C.1.)</sup> Central Georgia Technical College Job Descriptions



Current job descriptions for all positions must be maintained. An inventory of all current job descriptions are in the Human Resources office.

Employees will be furnished by their supervisor a written general description which outlines the duties and responsibilities associated with their particular position. They will also be provided a list of the most important job duties to be carried out. Every effort will be made to avoid role ambiguity and to determine exactly what each individual is expected to do. Specific duties will be assigned in such a way that each employee has role clarity and understands precisely what functions they are to perform. Employees are responsible for informing their supervisor if anything about their duties is unclear or questionable from their point of view. It is extremely important that employees understand, without reservation, what is expected of them because it is on these duties that their annual evaluation will be based.

All employees are expected to adhere to the policies and procedures as set forth by the College President, Local Board, and the State Board of the Technical College System of Georgia.

### ***References:***

- [☒ Department Head Job Description](#)
- [☒ Program Chair Job Description](#)
- [☒ Instructor, Adjunct Description](#)
  
- [Technical Instructor Job Description \(TCSG\)](#)
- [Instructor/Program Evaluation - Phase I Assessment](#)
- [Instructor/Program Evaluation - Phase II Assessment](#)
  
- [Jobs Descriptions TCSG Policy 4.1.3](#)