



Job Description

JOB TITLE: Instructor
FLSA: Exempt
SALARY LEVEL: Faculty Salary Schedule

The following duties, responsibilities, Knowledge, Skills and Abilities (KSA's), and physical requirements are intended to describe the general nature and level of work being performed. The information listed below is not intended to be construed as a complete listing of all duties, responsibilities, KSA's, and physical requirements required of this position since changes to the position may occur at any time or additional requirements that may be added over the course of time.

SUMMARY:

Under general supervision from the departmental chair, the incumbent teaches courses as scheduled. Maintain regular office hours. Serve on committees when elected or appointed. Cultivate healthy teacher-student relationships. Make written recommendations to the Department Chairman regarding curriculum additions, deletions, assessment, and revisions. Make recommendations regarding course content and text selection. Prepare course syllabi in subject area and to formulate stated objectives for each course. Suggest books and instructional materials to be purchased by the Library and Media Center. Instruct Distance Ed and Dual Credit Courses as assigned.

DUTIES AND RESPONSIBILITIES:

The incumbent will:

Initiate, facilitate, and moderate classroom discussions.

Prepare and deliver lectures or appropriate classroom instructional technique to undergraduate students on topics such as English, English Literature, biotechnology, genetics, research, lab set-up and preparation, and community health care practices, etc.

Keep abreast of developments in discipline by reading current literature, interaction and dialogue with colleagues, and participating in professional conferences.

Prepare course materials such as syllabi, homework assignments, and handouts.

Supervise students' laboratory and clinical work, as appropriate to discipline.

Evaluate and grade students' class work, laboratory and clinic work, and assignments, and papers as appropriate to discipline.

Collaborate with colleagues and departmental chair to address teaching, book recommendation, develop instructional materials, and research issues.

Plan, evaluate, and revise curricula, course content, course materials and methods of instruction.

Assess clinical education needs, patient and client teaching needs, which utilize a variety of methods, as appropriate to discipline.

Administer, compile, and grade examinations as assigned.

Post and maintain office hours

Instruct Distance Ed or Dual Credit courses as assigned.

Develop assessment techniques for specific discipline assigned.

Enforce safety and security measures in the classroom and campus setting.

Serve on assigned campus committees.

Assist students with course and career counseling, as requested.

Perform job-related duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE:

Master's Degree in discipline or Master's Degree and 18 semester graduate hours in appropriate discipline or relevant degree in appropriate discipline and two (2) years classroom experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the assessment of training effects. Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar. Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities, in appropriate discipline. This includes symptoms, treatment alternatives, drug properties and interactions, and preventive health-care measures, in appropriate discipline. Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders, as needed within specific discipline. Knowledge of plant and animal organisms, their tissues, cells,

functions, interdependencies, and interactions with each other and the environment, in appropriate discipline. Knowledge of principles, methods, and procedures for diagnosis, treatment, and rehabilitation of physical and mental dysfunctions, and for career counseling and guidance, in appropriate discipline. Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications, in appropriate discipline. Understanding written sentences and paragraphs in work related documents. Communicating effectively in writing as needed. The ability to listen to and understand information and ideas presented through spoken words and sentences. Knowledge of group communication and interaction techniques. Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.

PHYSICAL EFFORT:

Primarily light physical activity is required with occasional lifting and manipulation of objects up to 25 pounds but may require intermittent lifting of objects up to 40 pounds.

WORKING CONDITIONS:

Work is normally performed in an interior/office work environment.

REPORTS TO:

Departmental Chair/Supervisor

Dated 1-4-07, Revised 4-30-08