

POSITION DESCRIPTION

JOB TITLE: Life Science Instructor & Lab Coordinator

DEPARTMENT: Life Science – McDonald CO.

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: Campus Director

SCHEDULE DETAILS: FULL-TIME/9 MONTH POSITION/PUBLIC SCHOOL RETIREMENT SYSTEM OF MISSOURI

DATE OF LATEST REVIEW/REVISIONS: April 19,2024

Position Summary

Teach Human Anatomy and Physiology, Microbiology and/or General Biology courses as assigned by the Campus Directors and in keeping with the guidelines listed below, primarily at the McDonald County Instructional Center. On occasion, it may be necessary to schedule an evening class, a summer class, or an on-line class. Teach thirty credit hours per year, with overload available at various locations, as scheduled by the Instructional Center Director.

Essential Job Duties

Instructional Responsibilities:

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Teach a regular load of 15 hours per semester as assigned by the Division Chair/Campus Director.
2. Devote full time and energy to maximize student learning outcomes.
3. Plan and teach labs for assigned courses and help with the smooth conduct of all life science labs by setting up and taking down labs in a timely fashion and coordinating labs with other instructors.
4. Coordinate with the Life Sciences division to stock and maintain laboratory equipment and supplies.
5. Continue learning through professional development activities.
6. Develop teaching methods for all modes of delivery.
7. Be role models for learning behavior.
8. Include students in all facets of instruction, guidance, and academic association.
9. Maintain confidential relationships with respect to student information.
10. Respect student thought.
11. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
12. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to the division chair and director each semester.
13. Return evaluated student exams and papers in a timely fashion.
14. Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
15. Maintain grades and class status information.
16. Submit required reports by deadlines.
17. Meet classes at the listed times.
18. Maintain regular office hours. Generally, that would include 8-10 hours total per week, based upon course schedule and location.
19. Actively serve on institutional committees as needed.
20. Actively support college activities.
21. Do faculty evaluations within prescribed guidelines, including student evaluations of teaching.

22. Attend graduation ceremonies each fall and spring.

Non-Instructional Responsibilities:

1. Student advisement and enrollment (major-related and general education).
2. Make recommendations regarding equipment and supplies that will be needed in the program. These recommendations will be made in cooperation with the other life sciences instructors and will be given to the Division Chair and Campus Director as part of the normal budgetary process at the college.
3. Life Science Lab Coordinator
 - a. Regularly inspect, maintain, and calibrate laboratory equipment to ensure proper functionality or as recommended by the manufacturer of the equipment.
 - b. Keep an accurate inventory of laboratory supplies, chemicals, and specimens.
 - c. Coordinate the procurement of new equipment and supplies as needed, adhering to budgetary constraints.
 - d. Develop and enforce safety guidelines and procedures to ensure a safe working environment for students, faculty, and staff.
 - e. Conduct regular safety inspections of laboratory facilities and equipment, addressing any potential hazards promptly.
 - f. Provide safety training to students and faculty members, emphasizing proper handling of chemicals, biological materials, and equipment.
 - g. Collaborate with other faculty members at the McDonald County Instructional Center to integrate laboratory activities seamlessly with course objectives and learning outcomes.
 - h. Assist faculty and staff in the development of laboratory exercises, experiments, and demonstrations at the McDonald County Instructional Center, that enhance student understanding of biological concepts.
 - i. Stay updated on advances in laboratory techniques and technologies, incorporating relevant updates into laboratory curriculum as appropriate.
 - j. Maintain accurate records of laboratory activities, including experiment protocols, safety data sheets, and equipment maintenance logs.
 - k. Prepare reports and documentation for regulatory compliance and accreditation purposes.

Required Knowledge, Skills & Abilities

1. Requires a Master's degree in Biology or closely related field.
2. Strong background in anatomy, physiology, and/or microbiology preferred.
3. Experience teaching college students preferred.
4. Lab experience is desired.
5. Experience with or knowledge of community college students preferred.
6. Excellent communication skills as evidenced by successful teaching experience or a significant level of presentation experience before groups is desired.
7. Experience in development of materials for Internet-delivered instruction preferred.
8. Ability to plan, organize, and implement responsibilities effectively.
9. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.

Preferred Knowledge, Skills & Abilities

- Three years teaching experience preferred.
- Experience in development of materials and media for online learning
- Knowledge of a learning management system (such as Canvas)

Equipment/Software

- Information Technology Abilities required:
 - a. Ability to operate a personal computer using the Windows environment.
 - b. Ability to understand operating a personal computer within the Crowder College Network environment.

- c. Ability to use E-mail.
- d. Ability to perform basic student database (Jenzabar) functions.
- e. Ability to perform basic word processing using MS Word.
- f. Ability to perform basic spreadsheet functions using MS Excel
- g. Ability to perform basic presentation functions using MS PowerPoint
- h. Ability to use Canvas

Positions Supervised

None

Working Environment

- Generally, indoors in a normal office/classroom/lab environment with moderate exposure to temperature changes, noise, dust and/or chemicals.
- Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- A neat appearance and appropriate businesslike apparel are required.

Physical

- Requires mobility within the campus and various sites, light lifting, and physical activities on a daily basis.
- Input, access and distribute information using computers.
- While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle or feel; reach with hands and arms; stoop, kneel, or crouch; and talk or hear. Specific vision abilities required by this job include close vision.

Creative and Analytical Skills

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to devise or modify methods or processes to solve specific problems.
- Ability to plan, develop and implement necessary curriculum.

Language/Communication Skills

- Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.
- Ability to interact with a broad range of people both on and off campus in a positive manner.

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