

POSITION DESCRIPTION

JOB TITLE: ENGLISH INSTRUCTOR-NEOSHO

DEPARTMENT: COMMUNICATIONS

DIVISION: ACADEMIC AFFAIRS

SALARY RANGE: COMMENSURATE WITH EDUCATION AND EXPERIENCE

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: COMMUNICATIONS DIVISION CHAIR

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

DATE OF LATEST REVIEW/REVISIONS: February 1, 2022

Position Summary

Teach English courses as scheduled and agreed to with division chair/center director and in keeping with the guidelines listed below, assist with curriculum development and review, and assist students with advising and enrollment as needed. Assignments may include all delivery methods (traditional, online, and hybrid). Class load will be fifteen credit hours per semester. Teaching assignments may involve day/evening or off-site classes.

Essential Job Duties

The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. Duties include those related to curriculum, instruction, student advisement, professional enrichment, institutional service and other tasks associated with full-time faculty, which may include evenings and weekends. Delivery methods may include traditional, online, or flex. Travel to other instructional sites may be required. Learning is the key to human growth and development. In order to help our students be better learners, faculty members in general are expected to:

- Devote full time and energy to maximize student learning outcomes.
- Continue learning through professional development activities.
- Be role models for learning behavior.
- Include students in all facets of instruction, guidance, and academic association.
- Maintain confidential relationships with respect to student information.
- Respect student thought.
- Select appropriate texts and other course materials in conjunction with the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
- Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and Associate VP each semester.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
- Serve on institutional committees as needed.
- Support college activities.
- Do faculty evaluations within prescribed guidelines.

- Teach 15 hours as a regular load.
- Perform departmental and divisional responsibilities.
- Dismiss classes only with prior approval from the division chair and/or Associate VP.
- Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
- Must attend graduation ceremonies

Required Knowledge, Skills & Abilities

- Master's degree required in English.
- Experience teaching college student preferred.
- Willingness to teach or learn to teach on-line. Knowledge of Canvas is a plus.
- Excellent communication and interpersonal skills.
- Ability to plan, organize, and implement responsibilities effectively.
- 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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