

## POSITION DESCRIPTION

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**JOB TITLE:** Life Science Instructor

**DEPARTMENT:** Life Science – Neosho Campus

**DIVISION:** ACADEMIC AFFAIRS

**SALARY:** \$46,000 COMMENSURATE WITH EDUCATION AND EXPERIENCE

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** Life Science Division Chair

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

**DATE OF LATEST REVIEW/REVISIONS:** January 30, 2025

### Position Summary

Teach Microbiology, Botany, and/or General Biology courses as assigned by the Life Science Division Chair and in keeping with the guidelines listed below, at the Neosho Campus. Teach thirty credit hours per year as scheduled by the Life Science Division Chair. Assist with curriculum development and review. Structured lab instructors receive an additional \$525-\$1050 per course.

### 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, flex, or online. 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:

- Teach a regular load of 15 hours per semester as assigned by the Life Science Division Chair.
- Devote full time and energy to maximize student learning outcomes.
- 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.
- Continue learning through professional development activities.
- Develop teaching methods for all modes of delivery.
- 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.
- Adhere to student learning outcomes listed in the institutional syllabi of courses taught.
- Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to the division chair and Academic Affairs each semester.
- Return evaluated student exams and assignments in a timely fashion.
- Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
- Maintain grades and class status information in Crowder's learning management system.
- Submit required reports by deadlines.
- Meet classes at the listed times.
- Maintain regular office hours. Generally, that would include at minimum 8 hours total per week.
- Actively serve on institutional committees as needed.
- Actively support college activities.
- Do faculty evaluations within prescribed guidelines, including student evaluations of teaching.

- Attend graduation ceremonies each fall and spring.

### **Non-Instructional Responsibilities:**

- Student advisement and enrollment (major-related and general education).
- 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 as part of the normal budgetary process at the college.

### **Required Knowledge, Skills & Abilities**

- Master's degree required in Biology or a closely related field with 18 hours of graduate level courses relevant to microbiology and plant science.
- 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**

- Experience teaching college students preferred.
- Lab experience is desired.
- Experience with or knowledge of community college students preferred.
- Excellent communication skills as evidenced by successful teaching experience or a significant level of presentation experience before groups is desired.
- Experience in development of materials for internet-delivered instruction preferred.
- Three years teaching experience preferred.

### **Equipment/Software**

- Information Technology Abilities required:
  - Ability to operate a personal computer using the Windows environment.
  - Ability to understand operating a personal computer within the Crowder College Network environment.
  - Ability to use E-mail.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic spreadsheet functions using MS Excel
  - Ability to perform basic presentation functions using MS PowerPoint
  - Ability to use a learning management system (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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