

## POSITION DESCRIPTION

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**JOB TITLE:** SECONDARY TEACHER PREPARATION INSTRUCTOR

**DEPARTMENT:** CAREER AND TECHNICAL EDUCATION

**DIVISION:** ACADEMIC AFFAIRS

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

**FLSA:** EXEMPT

**IMMEDIATE SUPERVISOR:** SECONDARY CTE DIRECTOR

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

**DATE OF LATEST REVIEW/REVISIONS:**

### Position Summary

At Crowder College, our mission is to build a civil, serving, literate, learning community of responsible citizens. We are committed to providing a high-quality education that prepares students for lifelong learning and meaningful careers. Our core values of excellence, integrity, inclusiveness, and community guide everything we do. As we continue to expand our reach and impact, we are seeking passionate and dedicated individuals who share our commitment to student success and embody our values. We are looking for team players who are innovative, student-centered, and eager to contribute to a dynamic learning environment. If you are driven by the desire to make a meaningful difference in the lives of students and the community, we invite you to join us at Crowder College.

The Secondary Teacher Preparation Instructor is responsible for creating experiences that expose prospective teachers to various careers within the education field. This involves field experience activities as well as teaching college-level Teacher Education classes to high school juniors and seniors from five sending schools who attend Crowder College's High School Career and Technical Education Center (CTEC). The instructor will be expected to facilitate engaging classroom instruction, coordinate field experience activities, and collaborate with outside professionals to design and update the curriculum as applicable. The instructor will also lead students in acquiring applicable certifications, such as CPR, paraprofessional, and substitute certifications.

### 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. 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:

- Plan and facilitate engaging classroom instructional activities.
- Schedule and supervise individual field experience placements for students.
- Collaborate with outside professionals, including teachers, instructional coaches, and principals on how to best meet market challenges and changes.
- Use data to guide curricular changes.
- Assist with student recruitment.
- Advise students on job/college placement.
- Guide student efforts to obtain appropriate certifications.
- 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 institutional, program, and course learning outcomes as 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 each semester.
- Return evaluated student exams and papers in a timely fashion.
- Maintain grades and class status information.
- Submit required reports by deadlines.
- Submit student course attendance records in a timely manner (per Crowder Faculty Reference Manual).
- Serve on institutional committees as needed.
- Support college activities.
- Perform departmental and divisional responsibilities.
- Must attend graduation ceremonies

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

- Master's degree required in teaching, curriculum, or closely related field.
- DESE Secondary Teacher Certification
- 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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