

JOB TITLE: Faculty

DEPARTMENT: Various

LOCATION: Various

REPORTS TO: Division Chairperson/Vice President, Instruction

FLSA: Exempt

LEVEL:

DATE: July 1, 2012

POSITION SUMMARY: Faculty are responsible for providing effective learning experiences in the classroom and laboratory for students with diverse interests, abilities and expectations. Teaching and training duties shall be performed under the direct supervision of the Vice President but may be delegated to the Division Chairperson.

EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS: *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught;

A minimum of a bachelor's degree and directly related work experience in the career field to be taught.

ESSENTIAL TASKS: *Faculty must be able to perform the following functions to the satisfaction of the employee's supervisor.*

- Teach thirty (30) semester credit hours (or the equivalent in lab, studio, clinical, etc. hours) each academic year and maintain 10 office hours per week (as approved) for the purpose of assisting and advising students.
- With the assistance of the Division Chairperson and the Vice President of Instruction, select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.
- Advise students; provide assistance to the students regarding current information on degrees or certificates in their educational program; maintain accurate files on each advisee; refer students, when appropriate, to sources of specialized services within the College.
- Participate, when appropriate, in schedule building, budget development and control, equipment and material orders, report preparation, and the formation and meetings of program advisory boards as required by relevant policy.
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Assist in conducting program review; plan, develop and implement activities in support of the Higher Learning Commission, or other agency, accreditation guidelines with regard to student academic achievement (assessment) and their success on outcomes (institutional effectiveness).
- Conduct all classes in accordance with an established and current course syllabus, submitted following established guidelines each semester, and approved textbook (and/or related instructional material). Participate in textbook adoption and review as appropriate.
- Serve on College and/or faculty standing committees and attend appropriate College meetings.
- Participate in and develop efforts to recruit and retain students.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns and problems.
- Maintain a high level of professional ethics.
- Serve as Division Chairperson if assigned by the Vice President of Instruction.
- Ensure ADA compliance within classes assigned.
- Perform other duties as assigned by the Vice President of Instruction or Division Chairperson.

KNOWLEDGE, SKILLS AND ABILITIES:

- **College:** Ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of College policies and procedures; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; knowledge of the Family Educational Rights and Privacy Act (FERPA); ability to interact effectively with diverse student populations and a wide variety of co-workers.
- **Departmental:** Knowledge of instructional policies and procedures; ability to communicate and facilitate learning effectively and work collaboratively.

LEADERSHIP and COMMUNICATION SKILLS: Ability to verbalize understanding of a problem or situations, ask relevant questions for clarifications and explain it to others; well-developed written communication skills; ability to communicate diplomatically, clearly and effectively with students and co-workers verbally and by telephone using the English language; ability to present materials effectively to individual students or groups; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion; ability to interact effectively with diverse student populations and a wide variety of co-workers.

DECISION-MAKING and ANALYTICAL SKILLS: Ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to someone else; ability to deal with abstract and concrete variables.

EQUIPMENT AND SOFTWARE: Use current technology to enhance institutional effectiveness including but not limited to computers, computer-assisted instruction programs, and audio visual equipment and in addition be willing to learn and apply any other new technology necessary to enhance learning; utilize current College and/or department information technology including but not limited to, Microsoft Office, Outlook, Smartboards; distance learning applications; Moodle; eCentral; etc.; office machines such as telephones, fax machines, or copiers.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Environment: Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; to lift, carry, push, and/or pull up to 5 lbs; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

POSITIONS SUPERVISED: None

SIGNATURES: I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date

Supervisor Signature/Date

NOTICE OF NON-DISCRIMINATION: *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*

