

# Chattahoochee Valley Community College

## Faculty Job Description

Employee Name:  
Date Employed:  
Employment Status: Probationary  
Department: Math & Science  
Location: Brassell Hall  
Supervisory Responsibility: None  
Reports to: Department Chair/President  
FLSA: Exempt

### **SUMMARY**

The primary task of an instructor at Chattahoochee Valley Community College is to instruct students in activities designed to promote intellectual growth. Essential duties and responsibilities of an instructor include commitments to students in the classroom, the teaching discipline, students outside the classroom, to the College, and to the community.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned by the Dean of Instruction or his supervisor.

#### Commitment to Students in the Classroom:

- ✓ Designs and administers at least three evaluations for grade determination each semester.
- ✓ Demonstrates knowledge in teaching discipline.
- ✓ Teaches assigned classes.
- ✓ Meets classes for scheduled periods of time.
- ✓ Uses written objectives as criteria for evaluation for student performance.
- ✓ Uses appropriate teaching-learning aids, materials, and methodologies.
- ✓ Develops and delivers Web-based instruction.
- ✓ Maintains accurate class records.
- ✓ Prepares course syllabi and objectives in conjunction with departmental guidelines.
- ✓ Submits syllabi to the Department Chairperson for approval.
- ✓ Distributes syllabi and objectives in all classes.

#### Commitment to Teaching Discipline:

- ✓ Engages in appropriate professional development in order to remain current in discipline and teaching techniques.
- ✓ Masters software as needed in order to enhance instruction.
- ✓ Demonstrates willingness to assist colleagues with instruction ideas and methodologies.
- ✓ Participates in departmental selection of texts and teaching materials.
- ✓ Recommends appropriate supplementary and complimentary subject materials to the Learning Resources Center.
- ✓ Plans, implements, and evaluates both introductory and advanced college transfer courses appropriate to the community college level discipline.

#### Commitment to Students Outside the Classroom:

- ✓ Maintains appropriate office hours.
- ✓ Serves as academic advisor for students as assigned.
- ✓ Assists students in course selection.
- ✓ Participates in advance registration, regular registration, and schedule adjustment as assigned.
- ✓ Attends student functions.

### Commitment to the College:

- ✓ Maintains a minimum of a thirty-five (35) hour work week; maintains regular and predictable attendance.
- ✓ Aggressively recruits students for classes and the college as a whole.
- ✓ Participates in the College's planning process.
- ✓ Serves on committees as assigned.
- ✓ Attends all required academic functions (i.e., department meetings, faculty meetings, graduation, etc.)
- ✓ Attends campus activities outside the normal work hours, whenever possible.
- ✓ Performs duties within established time frames (i.e., submission of class/office hour forms, class rosters, course grades, reports, etc.).

### Commitment to the Community:

- ✓ Demonstrates a willingness to serve as resource person in area of expertise for community organizations, businesses, schools, or special events.
- ✓ Represents the institution in a positive manner.

### Other Duties And Responsibilities:

- ✓ Maintains confidentiality of identified sensitive information and departmental information.
- ✓ Adheres to all policies and procedures set forth by the College.
- ✓ Remains current in and enhances professional knowledge and skills through professional development and continuing education.
- ✓ Interacts with and serves diverse student and employee populations in a courteous and friendly manner.
- ✓ Adheres to College standards of professionalism and confidentiality, including courteous and friendly interaction with other CVCC employees.
- ✓ Participates in graduation.

## **SUPERVISORY RESPONSIBILITIES**

None.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **MINIMUM EDUCATION and/or EXPERIENCE**

Master's degree (M.A., M.S.) with 18 graduate semester hours in field.

## **LANGUAGE SKILLS**

Ability to read, speak and understand oral and written information in English. Ability to read, analyze, and interpret incoming and inter-office information. Ability to effectively respond to questions from supervisors, faculty, staff, students and the general public. Effective oral and written communication skills; proficiency in the English language.

## **MATHEMATICAL SKILLS**

Ability to add, subtract, multiply, and divide in units of measure, using whole numbers, fractions, and decimals.

## **REASONING ABILITY**

Ability to carry out instructions furnished in written, oral, or diagram form.

## **OTHER SKILLS AND ABILITIES**

Ability to incorporate instructional technology innovations into the classroom curriculum. Competent use of the Microsoft Office suite.

**LICENSES or CERTIFICATIONS**

Valid driver’s license. The employee could, on occasion, be required to drive an automobile or other state vehicle in order to carry out the duties of the position. Driving a state-owned vehicle requires a valid driver’s license.

**WORKING CONDITIONS**

The work environment characteristics described herein 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. The noise level in the work environment is usually low.

The employee will work inside in an office/classroom environment. The employee must follow all safety requirements carefully.

**Hazards:** None known.

**Personal Protective Equipment:** The employee is not required to wear personal safety equipment.

**PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to walk; sit; use hands to touch, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

Will you be able to perform the essential functions (duties and responsibilities) with or without reasonable accommodations? \_\_\_\_\_ Yes \_\_\_\_\_ No

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Employee’s signature Date

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Supervisor’s signature Date