



CHATTAHOOCHEE VALLEY COMMUNITY COLLEGE

Faculty Job Description

Employee Name: **Mary Johnson**
Date Employed: August 13, 2012
Employment Status: Non-tenured
Department: Math and Science Division
Location: Brassell Hall
Supervisory Responsibility: None
Reports to: Division Chair/Dean of Instruction

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 Division Chair, Dean of Instruction, or his supervisor.

Commitment to Students in the Classroom:

1. Designs and administers at least three evaluations for grade determination each semester.
2. Demonstrates knowledge in teaching discipline.
3. Teaches assigned classes.
4. Meets classes for scheduled periods of time.
5. Uses written objectives as criteria for evaluation for student performance.
6. Uses appropriate teaching-learning aids, materials, and methodologies; utilizes instructional technology to enhance the teaching and learning process.
7. Develops and delivers Web-based instruction.
8. Maintains accurate class records.
9. Prepares course syllabi and objectives in conjunction with departmental guidelines.
10. Submits syllabi to the Department Chairperson for approval.
11. Distributes syllabi and objectives in all classes.

Commitment to Teaching Discipline:

1. Maintains currency of professional knowledge and skills through professional development and continuing education in order to remain current in discipline and teaching techniques.
2. Masters software as needed in order to enhance instruction.
3. Demonstrates willingness to assist colleagues with instruction ideas and methodologies.
4. Participates in departmental selection of texts and teaching materials.
5. Plans, implements, and evaluates both introductory and advanced college transfer and technical courses appropriate to the community college level area discipline.
6. Recommends appropriate supplementary and complimentary subject materials to the Learning Resources Center.

Commitment to Students Outside the Classroom:

1. Maintains appropriate office hours.
2. Serves as academic advisor in assisting students in developing educational goals.
3. Assists students in course selection.
4. Participates in advance registration, regular registration, and schedule adjustment.
5. Attends student functions.

Commitment to the College:

1. Maintain regular and predictable attendance.
2. Maintains a minimum of a thirty-five (35) hour work week.
3. Adheres to all policies and procedures set forth by the College.
4. Participates in the College's planning process.
5. Serves on institutional committees.
6. Attends all required academic functions (i.e., department meetings, faculty meetings, graduation, etc.)
7. Attends campus activities outside the normal work hours, whenever possible.
8. Performs duties within established time frames (i.e., submission of class/office hour forms, class rosters, course grades, reports, etc.).
9. Aggressively recruits students for classes and the college as a whole.
10. Performs other duties as assigned.

Commitment to the Community:

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

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

Must be organized, independent and self motivated. Ability to operate a computer and work with various software, and maintain familiarity with campus software requirements. Ability to operate a telephone, copy machine, and fax machine. Ability to meet the public in a friendly and receptive manner. Ability to complete

an assigned task in a safe manner and in a constant state of alertness. Ability to work a flexible, nonstandard work week.

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 a 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.

Chattahoochee Valley Community College will make reasonable accommodations for qualified disabled employees and encourages individuals desiring reasonable accommodations to request such accommodations through the Human Resources department.

Employee’s signature

Date

Supervisor’s signature

Date