

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months,	Title	ART INSTRUCTOR/Painting, Drawing, Printmaking, Art Appreciation, Mural Painting Program
Revised: 02/04/16	Department	FINE ARTS
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	DIVISION CHAIR

POSITION SUMMARY

Teach art courses as assigned by the division chair and in keeping with the guidelines listed below. Assignments may include all delivery methods (traditional, online, ITV and hybrid). These may include, but are not limited to, beginning levels of studio classes (painting, drawing, 2-d design, printmaking, art appreciation). Assist students with advising as needed, sponsor the Art Club, and coordinate the art curriculum. Other duties include leading the mural program, with three hours of load dedicated to this, and community outreach. The mural program includes but is not limited to production of murals, planning, installation, painting, and working closely with the Newton County Tourism Council. This position will be instrumental in the development of the new printmaking lab and courses.

MAJOR FUNCTIONS

Learning is the key to human growth and development. The primary function of faculty members at Crowder College is to help Crowder students maximize their learning. In order to help our students be better learners, faculty members are expected to:

1. Devote full time and energy to maximize student learning outcomes.
2. Continue learning through professional development activities.
3. Develop teaching methods for all modes of delivery.
4. Be role models for learning behavior.
5. Include students in all facets of instruction, guidance, and academic association.
6. Maintain confidential relationships with respect to student information.
7. Respect student thought.
8. 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.
9. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
10. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and dean each semester.
11. Return evaluated student exams and papers in a timely fashion.
12. Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
13. Maintain grades and class status information.
14. Submit required reports by deadlines.
15. Meet classes at the listed times.
16. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons (these hours are rolled into your studio hours due to the length of studio class times)
17. Actively serve on institutional committees as needed.
18. Actively support college activities.
19. Conduct student evaluations in conjunction with other performance measures.
20. Complete faculty evaluations within prescribed guidelines.

21. Teach 15 hours as a regular load – with a 2-4 ration (two hour in class with four hours lab time).
22. Perform departmental and divisional responsibilities.
23. Must attend graduation ceremonies.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree required with a minimum of 18 hours in Painting, 18 hours in Printmaking, and 18 hours in Art History all at the graduate level. Master of Fine Arts Degree preferred.
2. Experience in teaching preferred, with preference given to those with teaching experience at the college level and Graduate Teaching Assistant.
3. Experience in mural painting, acrylic (we do not use oil paint) and knowledge in safe art practices for each medium preferred. Extensive experience framing artwork, stretching canvases and hanging art shows is a must.
4. Experience in printmaking and printing presses.
5. Excellent communication and interpersonal skills.
6. Ability to plan, organize, order supplies, set course fee budget, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. Ability to use Microsoft Office and Windows. Working knowledge of Blackboard and Smartboard technology is a plus. 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 and check daily.
 - Ability to perform basic student database functions.
 - Ability to perform basic word processing using MS Word.
 - Ability to perform basic presentation functions using MS PowerPoint
 - Ability to use Photoshop
 - Ability to use Illustrator

EQUIPMENT/SOFTWARE

1. Operate standard office computers and software.
2. See above Information Technology abilities.
3. Printing Press

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office, classroom, or studio environment.
2. Normal college working hours but adjustment of hours involving evening and/or weekend work may be required from time to time.
3. 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.
4. A neat appearance and appropriate studio apparel are required. (studio apron, studio shirt, and jeans are acceptable for studio art instructors)

PHYSICAL DEMANDS

1. Must be able to perform physical duties of instructing in a working studio environment, with some exposure to noise, dust, and chemicals.
2. Input, access and distribute information using computers.
3. May have to lift up to 50 pounds.
4. While performing the duties of this job, the employee is required to stand; walk; sit; use hands to finger, 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

1. Ability to define problems, collect data, establish facts, and draw valid conclusions.
2. Ability to devise or modify methods or processes to solve specific problems.

LANGUAGE/COMMUNICATIONS SKILLS

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.