CROWDER COLLEGE
POSITION DESCRIPTION

Status: FT, 9 months,	Title	MATHEMATICS & COMPUTER PROGRAMMING INSTRUCTOR
Revised: 6/1/2017	Department	MATH/SCIENCE
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	DIVISION CHAIR

POSITION SUMMARY

Teach courses in Mathematics that range from pre-college through Calculus, as well as Computer Programming classes as scheduled and agreed to with division chair and in keeping with the guidelines listed below, assist with curriculum development and review, and assist students with advising and enrollment as needed. Assignments may include all delivery methods (traditional, online, computer supported and hybrid). The bulk of classroom instruction will be in the day, but enrollment and scheduling needs may dictate the necessity of an occasional twilight or night class.

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. Include students in all facets of instruction, guidance, and academic association.
4. Maintain confidential relationships with respect to student information.
5. Select appropriate texts and other course materials in conjunction with other Math/Science Instructors and the appropriate division chair. Selection of materials should be reported to the bookstore by the prescribed deadlines.
6. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
7. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and vice president each semester via Blackboard.
8. Return evaluated student exams and papers in a timely fashion.
9. Maintain grades and class status information.
10. Submit required reports by deadlines.
11. Meet classes at the listed times.
12. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
13. Serve on institutional committees as needed.
14. Support college activities.
15. Do faculty evaluations within prescribed guidelines.
16. Teach a regular load.
17. Perform departmental and divisional responsibilities.
18. Dismiss classes only with prior approval from the division chair.
19. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
20. Coordinate transfer/advising sessions with other four year institutions.
21. Must attend graduation ceremonies.

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree required in mathematics with significant computer programming experience.
2. Experience teaching and working with college students is preferred.
3. Excellent communication and interpersonal skills.
4. Ability to plan, organize, and implement responsibilities effectively.
5. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
7. Information Technology Abilities required:
   Ability to operate a personal computer using the Windows environment.
   Ability to learn the basic functions of the Jenzabar database system.
   Ability to understand operating a personal computer within the Crowder College Network environment.
   Ability to use E-mail.
   Ability to perform basic word processing using MS Word.
   Ability to perform basic presentation functions using MS PowerPoint

EQUIPMENT/SOFTWARE

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

POSITIONS SUPERVISED

None

WORKING CONDITIONS

1. Generally indoors in a normal office environment with minimal exposure to temperature changes, noise, dust or chemicals.
2. The primary working hours will involve day classes. Evening 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 businesslike apparel are required.

PHYSICAL DEMANDS

1. Generally sedentary work involving sitting most of the time but will involve mobility within the classroom, labs, and various campus sites.
2. Input, access and distribute information using computers.
3. While performing the duties of this job, the employee is occasionally 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

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