

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> PT, Fall/Spring Semester	<b>Title</b> CTEC Geometry Instructor
<b>Revised:</b> 1/23/2019	<b>Department</b> TECHNICAL EDUCATION CENTER
<b>Level:</b> Faculty	<b>IPEDS</b> Faculty
<b>FLSA:</b> Exempt	<b>Reports to</b> Director, Sec. Career & Technical Education

**POSITION SUMMARY**

Teach Geometry in keeping with the guidelines listed below as well as assist with curriculum development, curriculum review and assist students with classroom and shop as needed. Assignments may include all delivery methods (traditional, online, computer supported and hybrid). This position will be in a co-teaching classroom. This is a part time position starting at 12:00 noon, 15 hours a week, five days a week.

**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 chair(s) 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. Serve on institutional committees as needed.
13. Perform faculty evaluations within prescribed guidelines.
14. Perform departmental and divisional responsibilities.
15. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Bachelor of science in mathematics or be DESE Certified to teach mathematics.
2. Experience teaching and working with secondary 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.

6. Information Technology Abilities required:
- a. Ability to operate personal computer using the Windows environment.
  - b. Ability to understand operating a personal computer within the Crowder College Network.
  - c. Ability to use E-mail.
  - d. Ability to perform basic word processing using MS Word.
  - e. Ability to perform basic spreadsheet functions using MS Excel.
  - f. Ability to perform basic presentation functions using Power Point.

#### **EQUIPMENT/SOFTWARE**

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

#### **POSITIONS SUPERVISED**

None

#### **WORKING CONDITIONS**

1. Indoor and outdoor environment with exposure to shop and building material.
2. Part time daily from 12:00 noon to 3:00 p.m.
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 apparel is required.
5. Minimal travel for training.

#### **PHYSICAL DEMANDS**

1. Teach in a non-traditional classroom setting.
2. Input and access information using computers.
3. Ability to concentrate on assigned tasks and pay close attention to detail.
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; crouch; talk; and/or hear.
5. Specific vision abilities required by this job include close vision.

#### **CREATIVE AND ANALYTICAL SKILLS**

1. Ability to apply common sense understanding to carry out instructions furnished in written, oral or diagram form.
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 students and the general public.
2. Ability to understand oral or written instructions, and to ask appropriate questions for clarification.