

**CROWDER COLLEGE  
POSITION DESCRIPTION**

<b>Status:</b> FT, 9 months,	<b>Title</b>	BUSINESS INSTRUCTOR
<b>Revised:</b> 2/25/2019	<b>Department</b>	BUSINESS
<b>Level:</b> Faculty	<b>IPEDS</b>	FACULTY
<b>FLSA:</b> Exempt	<b>Reports to</b>	DIVISION CHAIR

**POSITION SUMMARY**

Teach Management, Business Administration, and/or Accounting courses as scheduled and agreed to with division chair and in keeping with the guidelines listed below, assist students with advising and enrollment as needed, and fulfill committee and other duties as assigned. Assignments may include all delivery methods (traditional, online, and hybrid). Class load will be fifteen credit hours per semester. Teaching assignments may involve day, evening or off-site classes.

**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. Be role models for learning behavior.
4. Include students in all facets of instruction, guidance, and academic association.
5. Maintain confidential relationships with respect to student information.
6. Respect student thought.
7. 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.
8. Adhere to student abilities and competencies listed in the institutional syllabus of courses taught.
9. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chair and Associate VP each semester.
10. Return evaluated student exams and papers in a timely fashion.
11. Maintain grades and class status information.
12. Submit required reports by deadlines.
13. Meet classes at the listed times.
14. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
15. Serve on institutional committees as needed.
16. Support college activities.
17. Do faculty evaluations within prescribed guidelines.
18. Teach 15 credit hours each fall and spring semester as a regular load.
19. Perform departmental and divisional responsibilities.
20. Dismiss classes only with prior approval from the division chair and/or Associate VP.
21. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester. Personal days are limited to two days per academic year.
22. Must attend graduation ceremonies

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Master's degree required in Management, Business Administration, Accounting or closely related field with a minimum of 18 hours of upper division courses in the Management, Business Administration, and/or Accounting area.
2. Three years teaching experience preferred.
3. Willingness to teach or learn to teach on-line. Knowledge of Blackboard is a plus.
4. Excellent communication and interpersonal skills.
5. Ability to plan, organize, and implement responsibilities effectively.
6. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
6. 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.
  - Ability to perform basic student database (Jenzabar) functions.
  - Ability to perform basic word processing using MS Word.
  - Ability to perform basic spreadsheet functions using MS Excel
  - Ability to perform basic presentation functions using MS PowerPoint
  - Ability to use Blackboard

#### **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. 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 businesslike apparel are required.

#### **PHYSICAL DEMANDS**

1. Generally sedentary work involving sitting most of the time but will involve mobility within the campus and various 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.