

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months,	Title PHYSICAL SCIENCES INSTRUCTOR
Revised: 1/30/2019	Department MATH/SCIENCE
Level: Faculty	IPEDS FACULTY
FLSA: Exempt	Reports to DIVISION CHAIR

POSITION SUMMARY

Teach courses in the physical sciences such as physical science, geology and/or chemistry, as scheduled and agreed to with the 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, ITV, and flex). 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 syllabi of courses taught.
9. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs 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 during afternoon and early evening hours.
15. Serve on institutional committees as needed.
16. Support college activities.
17. Teach 15 credit hours each fall and spring semester as a regular load.
18. Do faculty evaluations within prescribed guidelines.
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 a Physical Science area with significant preparation in geology and/or chemistry preferred.
2. Experience teaching college students preferred.
3. Excellent communication and presentation skills.
4. Presentation experience via interactive television preferred.
5. Experience in development of materials for the Internet preferred.
6. Ability to plan, organize, and implement responsibilities effectively.
7. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
8. 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/classroom/lab environment with moderate exposure to temperature changes, noise, dust or chemicals.
2. The primary working hours will involve afternoon and evening classes. 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. Mobility within the classroom, labs, and various campus sites on a daily basis.
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.