

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months,	Title ART INSTRUCTOR
Revised: 4/4/2019	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, and hybrid). These may include, but are not limited to, beginning levels of studio classes (ceramics, sculpture, and 3 D design), Art History and Appreciation, and Intro to 3D Design. Assist students with advising as needed; sponsor the Art Club; and coordinate the art curriculum. Other duties include museum gallery management, with three hours of load dedicated to this, and community outreach.

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 a role model 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 chair and Associate VP each semester.
11. Return evaluated student exams and papers in a timely fashion.
12. Maintain grades and class status information.
13. Submit required reports by deadlines.
14. Meet classes at the listed times.

15. Maintain regular office hours. Generally, that would include 8-10 hours total per week with times in both mornings and afternoons.
16. Serve on institutional committees as needed.
17. Support college activities.
18. Complete faculty evaluations within prescribed guidelines.
19. Teach 15 credit hours as a regular load during the fall and spring semesters.
20. Perform departmental and divisional responsibilities.
21. Dismiss classes only with prior approval from the division chair and/or AVP.
22. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
23. Must attend graduation ceremonies

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE

1. Master's degree required with a minimum of 18 hours in the art area; MFA in ceramics/sculpture preferred.
2. Must know and practice proper safety procedures for glaze chemical use as outlined by OSHA.
3. Must have at least two years' experience working with glaze chemicals, commercial glaze, and dry glaze.
4. Must have knowledge of OSHA safety regulations in regards to powdered silica and air quality regulations.
5. Must have knowledge of safety and proper use guidelines for brentslab roller, electric kilns, pug mill, clay mixer, extruder, and raku kiln.
6. Experience in teaching preferred, with preference given to those with teaching experience at the college or high school level.
7. Experience in ceramics, 3D design, sculpture preferred.
8. Excellent communication and interpersonal skills.
9. Ability to plan, organize, and implement responsibilities effectively.
10. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
11. 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.
 - 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

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, 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 businesslike apparel are required.

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 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.