POSITION DESCRIPTION

CROWDER COLLEGE

Status: FT, 9 months

Title: LIFE SCIENCE INSTRUCTOR

Revised: 2/26/2016

Department: LIFE SCIENCE – Webb City Campus

Level: Faculty

FLSA: Exempt

Reports to: DIVISION CHAIR/CAMPUS DIRECTOR

POSITION SUMMARY

Teach Human Anatomy and Physiology and General Biology courses as assigned by the Campus Director and in keeping with the guidelines listed below, primarily at the Webb City Campus. On occasion, it may be necessary to schedule a Neosho class, an evening class, a summer class, or an on-line class. Teach thirty credit hours per year as scheduled by Campus Director. Assist with curriculum development and review; and assist students with advising and enrollment as needed.

MAJOR FUNCTIONS

Instructional Responsibilities:
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. Teach a regular load of 15 hours per semester as assigned by the Division Chair/Campus Director.
2. Devote full time and energy to maximize student learning outcomes.
3. Plan and teach labs for assigned courses and help with the smooth conduct of all life science labs by setting up and taking down labs in a timely fashion and coordinating labs with other instructors.
4. Continue learning through professional development activities.
5. Develop teaching methods for all modes of delivery.
6. Be role models for learning behavior.
7. Include students in all facets of instruction, guidance, and academic association.
8. Maintain confidential relationships with respect to student information.
9. Respect student thought.
10. Adhere to student abilities and competencies listed in the institutional syllabi of courses taught.
11. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to the division chair and director each semester.
12. Return evaluated student exams and papers in a timely fashion.
13. Develop and utilize assessment instruments in conjunction with department, division, and college assessment goals.
14. Maintain grades and class status information.
15. Submit required reports by deadlines.
16. Meet classes at the listed times.
17. Maintain regular office hours. Generally, that would include 8-10 hours total per week during afternoon and early evening hours.
18. Actively serve on institutional committees as needed.
19. Actively support college activities.
20. Do faculty evaluations within prescribed guidelines, including student evaluations of teaching.
21. Attend graduation ceremonies each fall and spring.

Non-Instructional Responsibilities:
1. Student advisement and enrollment (major-related and general education).
2. Make recommendations regarding equipment and supplies that will be needed in the program. These recommendations will be made in cooperation with the other life sciences instructors and will be given to the Division Chair and Campus Director as part of the normal budgetary process at the college.

**KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE**

1. Requires a Master's degree in Biology or closely related field.
2. Strong background in anatomy, physiology, and/or zoology preferred.
3. Experience teaching college students preferred.
4. Lab experience is desired.
5. Experience with or knowledge of community college students preferred.
6. Excellent communication skills as evidenced by successful teaching experience or a significant level of presentation experience before groups is desired.
7. Experience in development of materials for Internet-delivered instruction preferred.
8. Ability to plan, organize, and implement responsibilities effectively.
9. Ability to establish and maintain positive working relationships with students, other professionals, staff, and the public.
10. 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 Jenzabar (student database) 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

**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 classroom/lab environment with minimal exposure to temperature changes, noise, dust or chemicals. Some exposure to laboratory chemicals and materials.
2. 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.
3. 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. Ability to lift 45-50 lbs required.
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.

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<tr>
<th>CREATIVE AND ANALYTICAL SKILLS</th>
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<td>1. Ability to define problems, collect data, establish facts, and draw valid conclusions.</td>
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<td>2. Ability to devise or modify methods or processes to solve specific problems.</td>
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<th>LANGUAGE/COMMUNICATIONS SKILLS</th>
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<td>1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.</td>
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