Barton County Community College

Job Description

*Position Title: Instructor ( )	Prepared On:

Reports to:	Classification: Exempt
Effective Date:	Revised Date:
Approved by:	Supervises: 0 Direct 0 Indirect
Approved by:	

Role: As a learning college and learning organization, Barton County Community College faculty members are committed to our students, our colleagues, and the College. Faculty's primary objective is to provide quality education and training. In addition to teaching responsibilities, faculty also participates in student assessment, professional development, support of college policies and procedures, and service to college and community. Therefore, we the faculty are individually and collectively responsible for the following:

Major Duties and Responsibilities:

% of Time	Major Duties and Responsibilities	(E) Essential or (N) Nonessential
10%	<u>Mastery of Subject Area</u> 1. Demonstrates a thorough and accurate knowledge of the field or discipline; 2. Provides and reinforces linkages between instruction and practical applications; 3. Participates in activities related to professional growth.	(E) Essential
20%	<u>Teaching Performance</u> 1. Guided by the outcomes, teaches to the competencies as outlined in the course syllabus; 2. Presents ideas clearly and creates a climate conducive to learning and critical thinking; 3. Presents well prepared, well-organized and relevant material.	(E) Essential
10%	<u>Evaluation of Student Learning</u> 1. Participates in assessment activities for the purpose of effecting improvement to student learning, instructional delivery, and curricular development; 2. Develops evaluation methods which measure student progress towards	(E) Essential

	course outcomes and competencies; 3. Evaluates student work and provides feedback in a timely manner.	
5%	<u>Support of College Policies and Procedures</u> 1. Complies with established college policies and procedures. 2. Teaches courses in accordance with catalog descriptions and the schedule of classes except as modified by agreement with the appropriate associate dean or college administrator. 3. Ensures accessibility to students and colleagues by posting and adhering to appropriate on-campus or on-line office hours. 4. Maintains accurate scholastic records of students while assuring confidentiality of student information**.** **5.** Prepares, updates, submits and distributes syllabi for all assigned sections in accordance with college policy. 6. Performs other reasonable duties as may be prescribed by the appropriate associate dean or college administrator.	(E) Essential
10%	<u>Service to the College and Community</u>. 1. Participates within the department and across curricular areas in the development of new courses and/or programs within the mission of the college. 2. Participates in recruitment and retention of students, faculty, and staff. 3. Serves on College, divisional, and program committees as assigned. 4. Attends meetings and events as required by College administration. 5. Responds in a timely fashion to information requests from College, division, and program administrators. 6. Collaborates and supports associate and full-time colleagues in development and execution of responsibilities.	(E) Essential
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5%	Performs other duties as needed or assigned.	(N) Nonessential

100% (Percent of time must total 100 %.)

Expectations:

1.	Faculty members will cooperate with their colleagues on and off campus, other campus departments, supervisors, and administration in carrying out the mission of the college.

Knowledge and Skills:

Experience:	Successful college teaching; community college teaching preferred.
Education:	Academic qualifications vary according to instructional discipline. A. For academic/transfer courses and programs, an appropriate graduate degree in the subject area is required; B. For vocational instructional programs, an undergraduate degree and/or appropriate certification(s) representing industry standards for employment in occupational/career is required.
Other Skills:	A. Must possess excellent knowledge in appropriate teaching field(s) *as well as exceptional communication/people skills*. B. Must be able to demonstrate excellent teaching skills *that incorporate and attain measurable student learning outcomes*. C. Must be able to interact professionally and effectively with faculty, administration, staff, students, and community.

Physical Safety/Working Environment:

Physical Safety:	The work is sedentary. Typically, the employee may sit comfortably to do the work. However, there may be walking, standing, bending, carrying of light items, driving an automobile, etc. No special physical demands are required to perform the work.
Working Environment:	☐ Regular exposure to favorable conditions such as those found in a normal office or classroom. ☐ Occasional exposure to objectionable conditions or variations such as those found in variable weather conditions or light industrial settings. Regular exposure to unfavorable environments such as: ☐ weather ☐ body fluids ☐ toxic laboratory ☐ industrial chemicals ☐ confined locations

	☐ dirty and noisy locations Employees may be required to use personal protective equipment such as masks, coats, gowns, boots, goggles, gloves, or shields.

This Job Description is not a complete statement of all duties and responsibilities comprising this position.