

**CROWDER COLLEGE
POSITION DESCRIPTION**

Status: FT, 9 months,	Title	COMPUTER INFORMATION SCIENCE & MATHEMATICS INSTRUCTOR
Revised: 12/22/09	Department	MATH/SCIENCE
Level: Faculty	IPEDS	FACULTY
FLSA: Exempt	Reports to	DIVISION CHAIR

POSITION SUMMARY

Teach 15 credit hours in programming, (C++, RPG, & COBOL), software applications (Microsoft Office), and mathematics (Arithmetic through Intermediate Algebra) as scheduled and agreed to with 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. The bulk of classroom instruction will be in the day, but enrollment and scheduling needs may dictate the necessity of an occasional twilight or night class.

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. Computer-related curriculum and program development:
 - The instructor will maintain contact with community industries and businesses so as to identify and implement the computer-related instructional needs of these groups. The instructor will organize on-going meetings of the Computer Advisory Committee as one method of identifying those needs.
 - The instructor will maintain contact with regional colleges and universities to insure that the computer-related program of study at Crowder is up-to-date for our transfer students.
 - The instructor will keep abreast of computer software development to help insure that the college maintains a current program and curriculum for all members of the community.

The instructor will make recommendations regarding computer equipment, software and textbooks that might be needed in programs within the division. These recommendations will be given to the Division Chair as part of the normal budgetary process at the college.
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 syllabi of courses taught.
10. Develop and distribute course syllabi based on the institutional syllabi. Copies should be submitted to division chairs and dean 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 during afternoon and early evening hours.

16. Serve on institutional committees as needed.
17. Support college activities.
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 dean.
21. Schedule no more than one week's worth of absences for school business, school activities, or personal days per semester.
22. Must attend graduation ceremonies

KNOWLEDGE AND CRITICAL SKILLS/EXPERTISE
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1. Master's degree preferred in Computer or Information Science or a closely related field, and a significant background in mathematics.
2. Experience teaching college students preferred.
3. Excellent communication and presentation skills as evidenced successful teaching experience or a significant level of presentation experience before groups.
4. Significant experience with various computer languages and application packages is desired.
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.
7. 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

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. The primary working hours will involve day classes. Evening 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 classroom, labs, and various campus 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

1. Ability to communicate effectively with a variety of people, including staff, students and the general public, in both written and oral mediums.