Position Description

Title	Instructor
Office/Department	
Job Function Title	Faculty, Non-Tenure Track
Reports To	Dean of Faculty

BROAD FUNCTION

Instructors teach within their academic subjects or disciplines and are responsible for successfully addressing established student learning outcomes in each course and section taught. Instructors teach courses at times, locations and via modalities that best respond to student and departmental needs. They are expected to use a wide range of learning resources and may be assigned traditional, hybrid or online courses.

JOB RESPONSIBILITIES

Instructors are expected to:

- Teach assigned courses and successfully address established learning outcomes
- Facilitate and inspire learning through proven and innovative teaching and academic support methodologies
- Plan all lessons and assignments with a focus on student success
- Develop and deliver course curricula and syllabi for each course section delivered, ensuring compliance with college and department standards
- Assess students' progress and adjust instructional techniques, resources and assignments as appropriate
- Advise students on an individual basis about courses required for degree completion and how to achieve their short-term and long-term academic and career goals

QUALIFICATIONS

- Master's degree (doctorate preferred) from an accredited college or university in the discipline

- Significant teaching experience

- Commitment to diversity and demonstrated ability to work well with a wide range of people and entities

- Expertise with a wide range of instructional resources and learning technologies

- Demonstrated ability to communicate clearly, both orally and in writing

- Strong organizational, analytical and time management skills

- Demonstrated ability to think critically and act strategically

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- Demonstrated ability to work independently, as well as with a team

- Personal integrity and good judgment