Job Description
Faculty
JD# 62
Pay Grade: #

Employment Status: Full-Time
FLSA Status: Exempt
Experience Required: Specific to position
Minimum Education Requirements: Master's Degree in instructional discipline. **
Direct Supervisor: Chief Academic Officer
Supervisory Responsibility: Direct (0); Indirect (0)
Primary Work Location: Classroom setting.
Certification:

***The Maryland Higher Education Commission permits exceptions for certain occupationally related programs.

Job Summary: This position is responsible for the preparation, development, and presentation of classroom material; the academic advisement of students; and participation in the academic planning process.

Essential Job Functions

An employee in this position may be called upon to do any or all of the following essential duties:

- Conduct classes in accordance with course descriptions given in the college catalog and within the general provisions of the academic area. Arrange for necessary equipment, supplies, and materials for such instruction.
- Meet every scheduled class, including the final examination, with exceptions allowed for sickness, emergencies, and planned absences. Faculty will make a reasonable effort to provide advance notice to the appropriate academic director if unable to meet a scheduled class.
- Schedule and post a minimum of five (5) regular office hours per week with provisions for making appointments with students at other times.
- Attend regularly-scheduled and special faculty meetings as well as the meetings of other groups to which assigned (e.g. academic area, committee, or special assignment).
- Maintain currency and competence in professional field by engaging in both personally-directed and structured professional development programs.
- Demonstrate professional competence, integrity, and high ethical standards in the performance of duties.
- Participate in the development of courses and programs and in the preparation of budgets.
- Develop course syllabi and assist in the selection of textbooks, in accordance with the College's textbook policy.
- Provide students in each course with a syllabus that includes contact information, course materials, desired learning outcomes, expectations, assignments, methods of evaluation, and policies. Submits a copy of each course syllabus to the appropriate academic director and to the Office of Academic Affairs.

Work Product

- Submit, by stated deadline, grade and attendance reports as well as any other information needed to comply with state and federal regulations, as requested by the Office of Academic Affairs.
- Actively participate in activities directed toward the improvement of teaching and learning, including assessment of student learning, formal review of programs, and ongoing faculty development.
- Act as an academic advisor to a reasonable number of advisees as detailed in the faculty contract.
- Participate in his/her own performance appraisal.
- Carry out other miscellaneous duties normally associated with the performance of the work as described herein.

Essential Functions, Qualifications, Knowledge, Skills, and Abilities (KSA's) for Employment

An employee in this class must have the following knowledge, skills, and abilities upon application:

Knowledge

- Professional expertise in instructional subject area.
- Computer software used within department to include but not limited to Microsoft Word, Excel, and Access.
- Principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Skills

- Superior teaching skills.
- Instructional technology and classroom management skills.
- Strong written and oral communications and interpersonal skills.
- Excellent academic advising skills.

Abilities

- Communicate information and ideas in speaking so others will understand.
- Identifying the educational needs of others, developing formal educational or training programs or classes, and evaluating student work.
- Provide innovative initiatives in furtherance of College's mission, vision and goals.
- Maintain confidentiality and use good judgement.
- Establishing and maintaining effective working relationships with other staff and students.
- Depending on discipline, the position could require significant climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping and repetitive motions.

**This position description is a general guideline for work behavior and is not intended to be a comprehensive listing of all job duties.

Work Product

Signatures / Date

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this job.

Check the appropriate box, fill in the needed accommodations, if required, then sign and date.

☐ I have read and understand this job description and acknowledge that I am able to complete the essential functions of my job without accommodations.

☐ I have read and understand this job description and I would require the following reasonable accommodations to fulfill the essential functions of this job:

_____
_____
_____

_____ _____
Employee Signature Date

_____ _____
Supervisor Signature Date

_____ _____
Human Resources Date

Work Product