



Job Description

Developmental English Faculty

Employment Status: Full-Time

FLSA Status: Exempt

Experience Required:

- Bachelor's degree in English, English Education, or related field from an accredited institution. Master's Degree in English, Education, or related field preferred
- A commitment to teaching excellence and the mission of a community college education.
- Demonstrated competency in developmental education teaching

Direct Supervisors: Associate Dean of Academic Affairs; Director of Advising & Academic Success (for advising functions)

Primary Work Location: Classroom and office setting.

Job Summary: This 12-month faculty/academic success specialist position (Instructor/Assistant Professor rank based on qualifications and experience) is responsible for the preparation, development, and presentation of classroom material; the academic advisement of students; and participation in the academic planning process. Faculty at Garrett College carry a 15-credit/semester teaching load, but the faculty member in this position will have a one course (3 credits) release time to the Advising & Academic Success Center (AASC) for intrusive advising and academic coaching. Some evening and weekend hours required.

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 in addition to assigned hours in the AASC.
- 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 and assessment of courses and programs.
- 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



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evaluation, and policies. Submits a copy of each course syllabus to the appropriate academic director and to the Office of Academic Affairs.

- 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.
- Teach summer English (reading & writing) Refresher course to prepare students for placement testing.
- Administer the College's intrusive advising model to assist students, including those in academic difficulty, in formulating academic plans, encouraging them to utilize academic support services, improve their academic performance, seek assistance from their instructors, and in other ways to enhance their progress.
- Conduct individual and small group advising sessions and large group academic success workshops, special activities, supplemental instruction sessions, and assist with other AASC events.
- Implement retention and completion strategies associated with the Advising and Academic Success Center, including Early Alert, tutoring and test proctoring.
- Assist students, as an Academic Coach, to develop effective self-assessment, self-advocacy, decision-making, time management, organizational, and other related skills to become independent, self-directed, and proactive learners.
- 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 (KSAs) 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 Office.
- 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.



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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. Therefore, it is also not, nor can it be implied to be, a contract of employment. The contents of this position description may be changed without notice, and employment may be terminated by either party, at will.

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