The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required by the position.

Job Summary:

The primary responsibility of the Faculty Instructor is to provide subject matter expertise, teach courses, adhere to lesson plans, meet course objectives, and end courses on time as scheduled.

Essential Duties and Responsibilities:

- Set regular on-campus office hours.
- Administer appropriate assessment tools.
- Present a neat and professional appearance.
- Conduct classes at assigned locations and on time.
- Attend staff and faculty meetings as assigned.
- Must be available for required course assignments.
- Prepares lesson plans and provides course lectures as required.
- Update and distribute syllabi for each course and each session.
- Participate in all in-service trainings and remain current in subject area(s).
- Maintain and submit accurate records of attendance, grades and all other required paperwork.
- Develops course materials, evaluates and modifies course content and training methods for specialized training environments.
- Evaluate students as provided by course outlines, institutional policy, and assignment of grades.
- Uses software systems to investigate compliance data, perform task analysis, develops curriculum materials, manuals and Computer Based Training products.
- Be punctual and timely in meeting all requirements of performance, including, but not limited to attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
- Maintain courteous, professional and effective working relationships with employees, vendors and/or any other representatives of external organization.
- Comply with all College policies and procedures.
- Assume any other related duties as may be assigned by Dean of Health and Natural Sciences.
Required Knowledge, Skills, and Abilities:

- The knowledge, skills, and abilities necessary to perform the essential functions of the position at a high level must be evidenced in the overall vocational background of the person assigned and must be maintained throughout tenure in the position.
- User-level knowledge of Outlook, Word and Excel are required.
- Evidence of successful ability to work in a high school environment.
- Evidence is required of the ability to research problems and/or issues and to make and effectively communicate sound evidence-based professional decisions.
- Ability to independently drive by personal car is required, along with unrestricted licensure to operate a motor vehicle in the State of Kansas, as well as a driving record that meets WATC insurance standards.
- Evidence is required of effective time management skills, including the ability to manage multiple projects, and meet deadlines in a timely manner, and the ability to prudently prioritize tasks, projects and goals.
- Evidence is required of professional-level communication skills, including excellent written and oral communication skills, excellent interpersonal skills, and ability to communicate effectively with others in arriving at solutions to complex problems.
- Evidence is required of professional-level critical thinking skills, including ability to read and process detailed information, ability to think open-mindedly within alternative systems of thought, recognizing and assessing, as need be, assumptions, implications, and practical consequences.
- Evidence is required of workplace teamwork skills, including ability to work effectively with all constituents of the College and public, being flexible and respectful of the thoughts, opinions and contributions of others in a group, being respectful of people’s diversity, individual differences and perspectives, and being able to provide feedback in a constructive and considerate manner.

Education and Experience:

- A Bachelor’s degree with 18 hours of coursework in discipline is required, Master’s level preferred.
- At least two years of teaching experience or equivalent is required.

Working Conditions:

Daily attendance is required to meet the needs of students, and to interface with WATC faculty and staff as well as with outside organizations. Attendance is required at meetings and in-services. Schedules may fluctuate to accommodate student needs, deadlines and delivery of services. Long periods of sitting or standing will be required. Sufficient vision and hearing are required to complete the work and interact with students, staff, faculty and the public. Work schedules will be as needed to accomplish assigned duties. Independent travel to by car and public carrier is required. Must be able to work in a multi-tasked high volume environment, managing multiple and competing priorities.

Employee Acknowledgement _______________________ Date ______________________

Supervisor Acknowledgement _______________________ Date ______________________