Position Description: **Math Faculty**

**Division:** Academic Affairs  
**Department:** General Education  
**Supervisor's Position:** Dean, General Education  
**FLSA Status:** Exempt

*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. Duties will be modified as needed; work assignments and schedule are based on the needs of the college.*

**Job Summary:**  
The primary responsibility of the Math 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:**  
- Professional delivery of lecture/lab instructional curriculum to students.  
- Prepare and develop curriculum, instructional materials, and course scheduling.  
- Maintain Instructor office hours and be available to students as required.  
- Administer appropriate assessment tools as outlined in course standard and institutional policy.  
- Conduct classes at assigned locations and times.  
- Maintain and submit accurate student records in a timely manner.  
- Evaluate and modify course content and instructional methods for specialized environments (online, hybrid, etc.).  
- Work collaboratively with Lead Faculty Instructor and Dean to maintain curriculum integrity, quality, and consistency.  
- Perform student recruitment and retention activities, including but not limited to, high school visits, college activities, such as Open House, and College tours.  
- Perform all related and other duties as assigned by Dean of General Education.

**Education, Experience, Knowledge & Skills Needed:**  
- A Bachelor’s degree with 18 hours of coursework in discipline is required, Master’s level preferred.  
- Minimum of 2 years teaching experience.  
- Experience and qualification to teach low to high level math courses.  
- The ability to work professionally with staff, students, administration and others.  
- The ability to work effectively with diverse student populations.  
- Strong organizational skills with the ability to pay attention to detail.  
- Excellent written and oral communication skills.  
- Proficient knowledge of Outlook, Word, and Excel.
Other Position Requirements:
1. Work effectively and productively as a team member. Keep others informed of information needed. Treat others with respect, maintaining a spirit of cooperation.
2. Maintain effective and professional verbal and written interactions with peers, customers, supervisors and other staff. Use diplomacy and tact in dealing with difficult situations or people. Demonstrate effective listening skills. Be receptive to constructive feedback.
3. Maintain acceptable overall attendance record, to include department meetings, all-employee meetings/trainings as required. Ensure appropriate notification to supervisor for absences, and ensure that work is covered. Be flexible in work schedule when needed.
4. Produce quantity of work necessary to meet job requirements.
5. Demonstrate the ability and willingness to handle new assignments, changes in procedures and business requirements. Identify what needs to be done and take appropriate action.
6. Complete assigned work; meet deadlines without reminders/follow-up from supervisor or others.
7. Perform work conscientiously with a high degree of accuracy.
8. Participate in at least 20 hours of professional development activities to remain current with discipline trends and advancements.

Working Conditions:
- Demonstrates hearing and visual acuity consistent with performance of job requirements.
- Physical requirements including lifting, standing, bending, reaching, pulling, pushing, and repetitive movements required of respective occupation.

__________________________________
Employee Printed Name

__________________________________
Employee Signature

Date

06/18/2013