

Position Description

Job Title: Lead Faculty, Gen Ed
Division: Academic Affairs
Last Update: 08/02/2011
Supervisor's Position: Dean of Health & Natural Sciences
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.

Job Summary:

The primary responsibility of the Lead 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:	Approximate Percentage of Time
1. Set regular on campus office hours; administer appropriate assessment tools; conduct classes at assigned locations on time; attend staff and faculty training/meetings and in-service events as assigned; be available for required course assignment(s); prepare lesson plans and provide course lectures as required; update and distribute syllabi for each course and each session; remain current in subject areas(s); maintain and submit accurate student records; 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	80%
2. Provide leadership in discipline areas in collaboration with the Dean; recruit and assist in the hiring process of high quality adjunct faculty; schedule and assign all math classes in collaboration with the Dean; provide mentoring, training and support for adjunct faculty in their discipline areas; responsible for ordering of supplies/materials/textbooks directly related to the classroom/lab; provide oversight with the Dean to maintain curriculum integrity, quality and consistency; develop and provide review sheets and final exams for all math courses; collect math final exams and grades to prepare report for HLC	20%

Required Knowledges, Skills, and Abilities

