



CONNORS
— STATE COLLEGE —
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JOB DESCRIPTION

JOB TITLE: Mathematics Instructor

REPORTS TO: Division Chair-Math/Science

CLASSIFICATION: Faculty

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 9-month continuing position

JOB OVERVIEW: The Mathematics Instructor's primary focus is teaching undergraduate mathematics classes including, but not limited to pre-calculus algebra, applied mathematics, modeling and geometry, statistics, and a developmental mathematics courses. This position is a 9-month position. Opportunities for summer teaching may be available.

DUTIES AND RESPONSIBILITIES:

Prep:

- Prepare lectures for all classes
- 10 hours of office hours each week
- Attend meetings on and off campus as needed (some travel)
- Participates in Math and Science Club meetings
- Participate in faculty meetings
- Student advising
- Required to spend 37.5 hours per week on campus
- Must assist with yearly project management
- Must attend at least one professional development session per year
- Participate in the modification and development of courses and degree programs
- Participate and contribute in Program Reviews
- Provide reports and information to department head as requested
- Provide detailed reports on continuous assessment of student learning following departmental guidelines
- Other duties as assigned by Division Chair of Science, Mathematics, and Physical Education

Classes:

- Teach 15 credit hours per semester and a reasonable overload as needed
- Teach some summer and/or night classes as needed
- Teach distance education courses and use multi-media technologies as demand requires
- Teach courses at off campus sites as needed; this may include teaching at prison facilities as needed

The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

EDUCATION/EXPERIENCE REQUIRED:

- Master's degree in Mathematics or related discipline with at least 18 graduate hours in the field
- Teaching experience is preferred

SPECIAL SKILLS:

- All instructors are required to check email and be computer literate
- Use of instructional equipment including ITV equipment, document cameras, etc.
- Knowledge of course development software – blackboard and mymathlab preferred
- Demonstrated willingness and ability to act ethically and socially responsible

SPECIAL REQUIREMENTS:

- Must be able to work in an office environment

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____