



## **JOB DESCRIPTION**

**JOB TITLE:** Computer Science Instructor

**REPORTS TO:** Title III Director

**CLASSIFICATION:** Faculty, Grant funded

**STATUS:** Full time, exempt

**LENGTH OF EMPLOYMENT:** 9 months

**JOB OVERVIEW:** Under the general direction of the Title III Director, the Computer Science teacher will work with the Curriculum Specialist to ensure development of new computer science curriculum, and pilot testing, evaluation, and analysis of newly developed Computer Science courses.

### **DUTIES AND RESPONSIBILITIES:**

- Input on development of new Computer Science curriculum
- Teach qualified courses in Computer Science program
- Teach 15 credit hours per semester and a reasonable overload as needed
- Required to post/maintain 10 office hours each week
- Teach some night classes as needed
- Teach distance education and on-line courses and use multi-media technologies as demand requires
- Teach at any of the CSC instructional sites as the demand requires
- Prepare lectures for all classes
- Participate in departmental, program level, and college wide assessment of student learning
- Provide departmental, divisional, and institutional reports as requested
- Serve on departmental, divisional, and institutional committees as requested
- Evaluate and analyze courses developed through the grant
- Complete monthly reports as required by the Title III grant

***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.***

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Excellent communication skills
- Demonstrated ability to work collaboratively as member of a team
- Excellent leadership, written and oral communication skills
- Ability to handle multiple tasks with attention to detail
- Must be a self-starter, able to prioritize tasks to meet multiple deadlines
- Demonstrated willingness and ability to act ethically and socially responsible

**EDUCATION/ EXPERIENCE REQUIRED:**

- Master's degree in Computer Science or related field
- Minimum of three years' instructional experience at the postsecondary level, preferably in a community college setting
- Demonstrated knowledge and expertise in effective use of current instructional technology applications
- Demonstrated understanding of academic needs and challenges faced by student groups traditionally underrepresented in higher education

**SPECIAL REQUIREMENTS:**

- Must be able to pull, bend, stoop, and lift 25 pounds

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

**SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_**