



JOB DESCRIPTION

JOB TITLE: Speech Instructor

REPORTS TO: Division Chair for Communications/Fine Arts

CLASSIFICATION: Faculty

STATUS: Full-time, exempt

LENGTH OF EMPLOYMENT: 9-month continuing position

JOB OVERVIEW: The Speech Instructor will teach Speech courses and other related courses as needed in accordance with the class schedule, departmental policy and course syllabi.

DUTIES AND RESPONSIBILITIES:

- Teach a minimum of fifteen credit hours per semester
- Hold a minimum of ten office hours per semester
- Teach both traditional classroom, correctional facility and on-line courses
- Teach summer courses as needed
- Teach Speech courses in accordance with class schedule, departmental policy and course syllabi
- Keep accurate records of student grades and attendance
- Submit reports and forms within requested timelines
- Grade assignments in accordance with established evaluation guidelines
- Give evaluative feedback to students in a timely manner
- Serve on assigned committees 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.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Competence in oral and written communication skills required for effective teaching
- Computer competency including the use of Microsoft Office
- Experience teaching on-line courses a plus
- Demonstrated willingness and ability to act ethically and socially responsible

EDUCATION/EXPERIENCE REQUIRED:

- Master's degree with a minimum of 18 graduate hours in Communication; three (3) years' teaching experience preferred

SPECIAL REQUIREMENTS:

- Must have a valid driver's license and good driving record
- Ability to work a flexible schedule including some evenings and occasional weekends
- Must be able to commute to Warner campus, Muskogee campus, and Correctional Facilities

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

SIGNED: _____ DATE: _____