

Metropolitan Community College Faculty Position Description

JOB TITLE: FACULTY

DEPARTMENT: GENERAL EDUCATION

SALARY RANGE: As defined by the approved MNEA Collective Bargaining Agreement.

FLSA: EXEMPT

IMMEDIATE SUPERVISOR: Dean of Instruction

SCHEDULE DETAILS: Full-time/9 month position (170 Contract Days)

Overall Position Description:

Full-time members of the faculty are professional educators who have the primary responsibility of instruction and management of assigned classes. Additional responsibilities include fulfilling the Metropolitan Community College mission, vision, values, strategic plan, Board of Trustees' charges and educational philosophy, and primary goal of providing a quality education for all students attending the college.

Essential Faculty Duties:

- Deliver effective instruction - Provide quality instruction, which is reflective of current discipline standards and is accurate, relevant, and engaging using college – approved curriculum and resources.
- Assess student learning - Demonstrate reflective practice, including assessment of student learning. This includes ongoing formative assessments, as well as official departmental assessment.
- Manage classes and learning environments - Foster a positive classroom-learning environment by presenting information in a way that is inclusive to all learners, including the assurance of section 508 accessibility.
- Promote continual improvement as part of the cycle of teaching and learning.
- Support learning through student engagement - Incorporate pedagogical strategies such as active learning, authentic and problem-based activities, and other successful teaching strategies into classroom instruction.
- Provide student guidance – Help students develop academic habits for college success.
- Pursue professional development – Stay current in academic field.
- Actively participate collegially in department, campus, cross-college, discipline-specific, district, and community service activities.
- Perform other duties as assigned to provide a high quality learning experience for students, including participating in commencement, attending college functions, etc.

Required Knowledge, Skills & Abilities

- Master's degree from a regionally accredited institution of higher learning with at least 18 graduate level credit hours in field of instruction (liberal arts) or associates degree with industry experience/certifications for technical programs.
- Two years of teaching experience using interactive teaching techniques.
- Experience using assessment techniques to promote teaching and learning excellence.
- Demonstrated experience with current pedagogical and instructional methods.
- Demonstrated experience with utilizing a variety of classroom technologies, both inside and outside the classroom.

- Demonstrated ability to work and communicate effectively with all constituencies of a diverse community.
- Demonstrated interest in and passion for teaching community college students.
- Ability to work well with others.
- Strong oral and written communication skills.
- Ability to use information technology for professional productivity (such as Microsoft Office Suite).

PHYSICAL DEMANDS AND WORKING ENVIRONMENT: *(The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.)*

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions. Requires extended periods of time viewing computer monitor or standing; may require adjustment of schedule to include some evening and/or weekends; may encounter occasional exposure to inclement weather during travel.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard.

***METROPOLITAN COMMUNITY COLLEGE RESERVES THE RIGHT TO MODIFY, INTERPRET, OR APPLY THIS JOB DESCRIPTION IN ANY WAY THE INSTITUTION DESIRES. THIS JOB DESCRIPTION IN NO WAY IMPLIES THAT THESE ARE THE ONLY DUTIES, INCLUDING ESSENTIAL DUTIES, TO BE PERFORMED BY THE EMPLOYEE OCCUPYING THIS POSITION. *THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT CONTRACT, IMPLIED OR OTHERWISE. THE EMPLOYMENT RELATIONSHIP REMAINS "AT-WILL."* THE AFOREMENTIONED JOB REQUIREMENTS ARE SUBJECT TO CHANGE TO REASONABLY ACCOMMODATE QUALIFIED DISABLED INDIVIDUALS.

Essential Faculty Duties (Defined)

Deliver effective instruction:

1. Assume primary responsibility for and exercise oversight of the curriculum in conjunction with the Board of Trustees' policies, ensuring both the rigor of programs and the quality of instruction.
2. Consider individual differences of students in order to design and support a range of appropriate learning activities.
3. Use technology in a manner appropriate to the nature and objectives of courses and programs and communicate clearly to students the expectations concerning the use of such technology.
4. Use a variety of techniques to assess student learning as applicable by academic discipline and specific course.
5. Integrate concrete, real-life situations into learning experiences to encourage critical thinking, interdisciplinary skills, and teamwork.
6. Employ methods that develop student understanding of discipline-specific thinking, practices, and procedures, as well as interdisciplinary applications, to create academic literacy.

Assess student learning:

1. Collaborate with colleagues both across campuses and within individual departments in the construction and continuous improvement of measurable learning outcomes to include the Core 42 curriculum objectives and additional Metropolitan Community College objectives.
2. Design assessments that measure or demonstrate student growth.
3. Sequence learning opportunities throughout advising, courses, and programs to build student understanding and knowledge.
4. Align assessment with learning opportunities.

Manage classes and learning environments:

1. Conduct classes punctually and in accordance with the college policy and prescribed meeting schedule
2. Maintain attendance records, submit grades on time, and provide constructive feedback as well as other relevant information to students throughout the semester. Create and maintain accurate syllabi that incorporate departmental, campus, cross-college, and instructor requirements.
3. Participate in the selection of appropriate materials to support academic departments' course curriculum in accordance with the Metropolitan Community College and/or Campus/Department guidelines for the selection of instructional materials.
4. Work with students and employers in occupational settings as required by or appropriate to the academic discipline.
5. Adhere to MCC, State, and Federal guidelines including, but not limited to, maintaining the Federal Education Rights and Privacy Act (FERPA).

Promote continual improvement as part of the cycle of teaching and learning:

1. Develop and revise curriculum and instructional materials as needed.
2. Use department-designated learning outcomes to plan, develop, and document the effectiveness of teaching activities.
3. Complete all mandatory performance evaluation measures within specified time limits, e.g., Title IX training.
4. Share best practices with colleagues in formal or informal settings.

5. Participate in instructional, departmental, or institutional research to improve educational effectiveness.
6. Support the online student survey process.
7. Evaluate teaching and assessment practices to continue improving them.

Support learning through student engagement:

1. Create a positive classroom atmosphere that encourages active and collaborative learning, student effort, academic challenge, student and faculty interaction, and support for learners.
2. Be available to students during posted office hours.
3. Use technology to assist in communication with students.
4. Encourage a sense of community among students for learning both inside and outside the classroom.

Provide student guidance:

1. Help students develop academic habits for college success
2. Guide students about program, career, or transfer options to help them make informed decisions leading to degree or certificate completion.
3. Make students aware of and refer them to the appropriate student and academic support services available at their colleges or elsewhere in the district.

Pursue professional development:

1. Stay current in academic fields, e.g., by belonging to professional societies, reading discipline-specific journals, studying pedagogy, attending conferences, or making presentations.
2. Maintain required professional credentials, licensing, and continuing education hours as disciplinary standards dictate.
3. Engage in professional education, which enhances both disciplinary and pedagogical/andragogic knowledge, e.g., by taking graduate courses or internal classes offered through college or district professional development organizations.
4. Contribute to one's academic discipline through research and publication or other endeavors as appropriate.

Participate collegially in department, campus, cross-college, discipline-specific, district, and community service activities:

1. Serve and actively participate in department/division, campus, cross-college, discipline-specific, and/or district committees.
2. Communicate professionally using writing, speaking and listening with students, faculty, staff, administration, and other key stakeholders.
3. Participate in service through appropriate discipline-specific organizations, educational organizations, statewide boards/committees or community activities.
4. Assist in policy development and other governance matters within one's discipline, department, campus, or at district level or across the college
5. Participate in college graduation exercises.

Other duties as assigned to provide a high quality learning experience for students