

**PANOLA COLLEGE
JOB DESCRIPTION**

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| JOB TITLE: | Instructor | FLSA status: | Exempt |
| DEPARTMENT: | Instruction | REPORTS TO: | Vice President and Dean of Instruction or Associate Dean of Instruction |

Position summary: No job description can specify every professional responsibility of the faculty member. When an individual accepts a full-time teaching assignment, he or she assumes the responsibility of meeting the needs of students and of actively assisting the College as it strives to fulfill its goals and objectives. These responsibilities may therefore require the faculty member to undertake professional duties not specifically mentioned in the job description. The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member is generally responsible for the overall duties associated with instructing students. The faculty member shall be directly responsible to the appropriate administrator for the following duties and responsibilities.

Position responsibilities:

- Provide quality instruction aimed at achieving the specific goals and objectives stated in the syllabi of the assigned courses.
- Create a wholesome, meaningful environment for learning in the classroom.
- Participate in writing syllabi for the department with measurable student performance objectives for each course.
- Advise students on their progress.
- Aid in planning instructional programs and policies.
- Be on time for class and promptly notify the appropriate administrator in case of absence.
- Post and maintain at least eight office hours per week.
- Provide lesson plans, class record book, and keys for substitute instructor.
- Maintain class roll book which records student attendance, grades, and averages.
- Submit all student grade reports to Student Services according to schedule.
- Report student problems to the instructional administrator
- Assist with student registration when required.
- Provide advising to students, establishing a positive student-teacher relationship.
- Develop and proctor relevant course examinations.
- In good time, request necessary textbooks, lab manuals, and instructional materials.
- Attend all faculty meetings, commencements, and special events.
- Provide reports and studies as assigned.
- Sponsor a student organization if assigned.
- Serve on committees as assigned.
- Be ready to supply documentation on the manner in which grades are determined.
- Participate fully in professional development activities.
- At the end of each school year, clear accounts with the library and provide the Office of the Vice President and Dean of Instruction or Office of the Associate Dean of Instruction with grade books.
- Participate in student recruitment activities.
- Familiarize self with school policies.
- Serve as a good public relations agent in the classroom and in the community.
- Remain loyal to the College and its purpose.
- Perform all other duties as assigned.

Minimum Position Requirements:

- Academic Instructors: Master's degree with at least eighteen graduate hours in the discipline. Teaching experience at the college level preferred. Technical Instructors: Bachelor's degree and/or approved certification in the discipline. Teaching experience at the college level preferred. Associate Degree Nursing Instructors: Master's degree with at least six graduate hours in nursing. Teaching experience at the college level preferred as well as clinical experience.

Knowledge, Skills, and Abilities Required:

- Must have a commitment to the philosophy of the college.

- Thorough knowledge of discipline with the ability to encourage students to use critical thinking and problem solving skills.
- Knowledge of learning theory-motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.
- Knowledge of theories of leadership-alternative techniques and styles for guiding, motivating, and directing individuals under various situational conditions to achieve effective performance.
- Knowledge of current development in related fields of specialization with the ability to keep current with new developments.
- Skills and ability to use current technology.
- Ability to contribute and present innovative ideas for new curricula and programs that combine traditional schedules with new demands from industry schedules.
- Ability to demonstrate consideration of others.
- Ability to manage time to evaluate each student's progress.
- Ability to deal effectively and fairly with a variety of individuals in a courteous manner.
- Ability to speak, read and write the English language effectively.
- Ability to clearly and effectively present ideas in discussion and oral presentations.
- Ability to meet deadlines for reports and other required paper work.
- Ability to present a positive and professional image when representing the college.
- Ability to safeguard confidential information from intentional or unintentional disclosure.
- Ability to perform all the essential functions of this job.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.