

Seward County Community College
Structured Compensation - Job Description
Full-Time Faculty

Data Year: 2018

Prepared On: 04/03/2019

Department:	Academic Affairs	Grade:	
Reports To:	Department Dean	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	T Carter	Effective Date:	01/01/2010
		Revised Date:	09/07/2018

Role:

The faculty member will actively engage a culturally diverse student body in the learning process through the use of effective teaching strategies to ensure quality instruction. The faculty will collect, document and analyze assessment results in order to achieve course, program and institutional learning outcomes. The faculty willingly participates in non-instructional activities such as quality academic advising, student recruitment, campus committee participation and professional and community service.

Essential Functions & Responsibilities:

- E 65% Provides quality instruction through effective teaching strategies.
- E 15% Participates in institutional advising, assessment and accreditation activities.
- E 10% Represents the college within the community through participation in various organizations and civic groups.
- E 10% Demonstrates a commitment to the SCCC expectations of the Role of a College Student at SCCC. (see student handbook)

Performance Measurements:

1. Provides timely feedback to students in attaining course goals and objectives.
2. Develops, utilizes and analyzes a variety of assessment tools to validate course, program and institutional outcomes.
3. Provides quality academic advisement with regard to pre-requisites, program requirements, graduation, and/or transfer requirements.
4. Develops respectful relationship with students to better understand their academic and non-academic needs.
5. Establishes course policies, outcomes and expectations.
6. Maintains current course information as well as maintaining student course records.
7. Demonstrates commitment to lifelong learning by remaining current in the field of study through professional development activities.
8. Assists Dean in academic division activities as requested.
9. Abides by institutional policies, guidelines and procedures.
10. Exhibits integrity, honesty, professionalism, and strong work ethic.
11. Actively participates in non-instructional activities when opportunities are presented.
12. Actively participates in student recruitment activities.
13. Actively participates on institutional committees.
14. Actively participates in community service.
15. Provides quality instruction to students in assigned courses through effective teaching strategies which

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include establishing mutual respect, communicating clear expectations, engaging students and providing appropriate academic challenge, adapting instruction to student needs, fairly assessing student learning and preparing students to be lifelong learners.

16. Incorporates a variety of instructional techniques and technology to actively engage students in the learning process.

Knowledge and Skills:

Experience	Two to five years similar or related experience in community college instruction, curriculum development and assessment.
Education	A Master's degree or a specialized certification program taking one year or more of coursework beyond a Bachelor's degree.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	Skills: Proficiency in computer applications. Excellent written, oral and interpersonal communication skills. Possess critical thinking skills. Possess skills in using Microsoft Office applications. Demonstrates cultural competence and cultural humility. Ability to: Possess a level of trust and diplomacy as well as normal courtesy and tact. Possess the ability to work cooperatively and effectively with diverse individuals. Supports a high standard of ethical conduct among colleagues. Possess the ability to maintain confidential information.
Physical Requirements	Sitting for a period of 1 hour at one time with a total of 2 hours Standing for a period of 1 hour at one time with a total of 5 hour Walking for a period of 1 hour at one time with a total of 1 hour Lifting up to 25 lbs. occasionally Carrying up to 25 lbs. occasionally Repetitive Action: use of right and left hand for simple grasping, pushing and pulling and fine manipulation Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally Being around moving machinery in some programs Driving automotive equipment Keyboarding 2 hours daily
Work Environment	Employee normally will be exposed to typical office and classroom conditions.

Disclaimer:

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This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature