

FORT SCOTT COMMUNITY COLLEGE
Position Description FA14

NAME: **JOB TITLE:** Biology Instructor
DIVISION/DEPARTMENT: Math/Science
RESPONSIBLE TO: VP of Academic Affairs
MONTHS PER YEAR: 10 **HOURS PER WEEK:** Exempt **UPDATED:** 5/2018

CREDENTIALS AND QUALIFICATIONS:

- Masters Degree in biology or related field.
- The ability and willingness to teach via alternative delivery systems including interactive television, internet, and/or other distance education modes.
- Experience with recruiting preferred.
- Strong classroom instruction skills; strong self-motivation; excellent time management and organizational skills.
- Strong focus on student success and learning.
- Basic computer skills inclusive of familiarity with MS Office Suite.
- The ability to develop and maintain effective professional work relationships with a variety of people.
- Excellent verbal and written communication skills.

JOB DUTIES AND RESPONSIBILITIES:

- Plan and implement classroom instruction; teach 30 credit hours per year.
- Recruit students interested in majoring in the sciences.
- Serve as an ambassador for FSCC and its programs.
- Participate in FSCC assessment processes.
- Willing to adapt to changing educational landscape.

Reviewed by Supervisor: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.