

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description FA07**

**NAME:** \_\_\_\_\_ **JOB TITLE:** English Instructor

**DIVISION/DEPARTMENT:** Communications, English, Fine Arts, Humanities

**RESPONSIBLE TO:** Vice President of Academic Affairs

**MONTHS PER YEAR:** 9                      **HOURS PER WEEK:** Exempt                      **UPDATE:** 1-2021

**CREDENTIALS:**

- Master's degree in English or closely related field
- Three years of teaching experience in online and face to face modalities, preferably in a community college setting utilizing co-requisite remediation
- Excellent oral and written communication skills
- Demonstrated ability to work closely with others in a variety of different areas
- Understanding of and commitment to the mission of the community college and student success
- Strong leadership, organizational, and time management skills
- Strong self-motivation
- Ability and willingness to work flexible hours, including some weekends and evenings

**JOB PURPOSE:**

- Teaching courses and outcomes required by FSCC in accordance with regulatory agencies
- Support institutional advancement with program review and assessment to support student learning
- Recruit students
- Develop strong informative community relations, and act as ambassador for FSCC

**DUTIES AND RESPONSIBILITIES:**

- Teach a full load (15 semester hours) of courses
- Review/revise English and/or literature curriculum at FSCC as necessary, including participating in Kansas Core Outcomes Group
- Participate in all assessment and program review activities to support and continuously improve student learning
- Recommend/administer departmental budget and any other departmental duties, as assigned
- Attend meetings and conferences as required by the college
- Other duties as assigned

Salary range based on experience and credentials

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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