

EASTERN IOWA COMMUNITY COLLEGE DISTRICT

POSITION DESCRIPTION

__CLINTON__MUSCATINE __SCOTT __DISTRICT OFFICE RANGE __

Position Title/Employee Name:

Instructor

Reporting Relationship:

Dean of Instruction

Position Summary:

Responsible for teaching courses and assessing learning outcomes in assigned discipline. Assignments may include alternative delivery methods, evening courses, and multiple sites. Must demonstrate excellence in teaching and service. Must demonstrate a commitment to the mission and values of the community college.

Minimum Qualifications:

For Arts and Science Disciplines – Master’s Degree in discipline or a Master’s Degree with 18 graduate semester hours in specified discipline. Community College teaching or training experience is preferred.

For Career Technical Programs – Education, licensures, certifications and professional experience commensurate with State of Iowa requirements and specific to the career technical program. Specific certifications and experiences may be required dependent of the program.

Typical Duties and Responsibilities:

Instruction

- Teaches courses in accordance with outcomes identified in the established course development model. Uses effective and appropriate instructional delivery methods.
- Participates in the design of appropriate courses and programs of instruction. Utilizes appropriate process to maintain currency of curriculum and collaborates in the development and revision of curriculum as needed.
- Demonstrates satisfactory preparation and meets with classes as scheduled.
- Demonstrates rapport with students.
- Solicits and uses student feedback in all classes to improve teaching and learning practices.

- Establishes a clear and accurate syllabus for each class. Posts syllabus in CANVAS. Communicates course objectives, instructional processes, evaluation policies and methods, and attendance policies to students.
- Evaluates and records student performance and achievement on a regular basis and provides feedback to students.
- Establishes and maintains appropriate office hours to assist students and provide feedback.
- Collaborates with support services to assist student success in the classroom and meets recommended student/instructional accommodations as required.
- Monitors and communicates with students about academic progress. Collaborates with advising by monitoring student progress and referring at-risk students using early alert tools and/or other mechanisms. Maintains accurate attendance reports and delivers timely 4-week progress grades, midterm grades, and final grades.
- Participates in outcomes assessment measurements adopted by EICC. Plans and implements learning strategies appropriate for meeting student outcomes. Analyzes results of planning and teaching and makes appropriate revisions.

Involvement with the College and EICC District

- Serves on college and district committees, work groups, and task forces.
- Attends and participates in all scheduled faculty, college, district, and advisory meetings as appropriate.
- Assists college in the recruitment and retention of students.
- Serves as an active department team member.
- Demonstrates professionalism at all times.
- Supports the EICC mission, values and belief in high expectations and high aspirations.

Professional Development

- Retains professional qualifications (including academic degrees and specialized certifications and licensures) that meet or exceed those required for the position.
- Actively maintains professional development activity and records in accordance with the guidelines of the Quality Faculty Plan.
- Participates in professional meetings and workshops, as appropriate.
- Participates in college/district professional development activities.
- Remains active and current in one's professional field/discipline.
- Remains current in pedagogical best practices.

All other duties as assigned.