STARK STATE COLLEGE OF TECHNOLOGY
POSITION DESCRIPTION

Position Title: Instructor

Reports to: (Supervisor’s title)  Department Head

SECTION 1 -- POSITION RESPONSIBILITIES

The responsibilities of the instructor’s rank are divided into 3 major areas:
1. Teaching and teaching related activities
2. Professional development and scholarship
3. Service

As stated in the employment contract, other duties may be assigned.

The major emphasis for this rank is on the area of teaching and teaching related activities. Involvement in the areas of professional development and scholarship, and service to the college and the community is expected. With experience the instructor should be able to master the teaching activities, and increase his or her active participation in professional development, scholarship, and service. As the instructor advances through the ranks, participation progresses into more active participation in key functions and committees, and into leadership roles; and service expands from that of the program to that of the department, the division, the college, and the community with increased leadership roles.

The teaching load for this position, office hours, code of conduct, as well as other related activities are described in the Policy and Procedure Manual of Stark State College.

This position reports to the department head.

Listed below are ways to successfully implement the 3 major responsibilities.

I. Teaching and Teaching-Related Activities (Instructor)

   A. Effective Teaching
      1. Conducts assigned learning activities outlined in course curriculum guidelines.
      2. Demonstrates effective communication skills (such as effective presentation, group interaction, clear interpretation of abstract materials, practical examples).
      3. Establishes rapport with and demonstrates enthusiasm to students and provides them with purpose, direction, and motivation.
      4. Demonstrates organizational and managerial skills in the learning environment and the office.
      5. Uses appropriate evaluations and assessments of students' progress.
      6. Employs a variety of appropriate teaching methods to accommodate diverse learning styles (lectures, groupwork, audio, video, models, labs, field trips).
      7. Advises students academically.
      8. Models professional behavior.

   B. Shows effectiveness as a faculty member as evidenced by student, peer, supervisor evaluations, and student outcomes.
C. Shows evidence of depth of knowledge, background, and continual development in the field of teaching and area of expertise.

D. Participates in improvement of program courses and curriculum.

II. Professional Development and Scholarship (Instructor)

A. Enhances professional development by seeking and using knowledge, and maintaining currency in one's discipline.

B. Develops a professional and timely growth plan related to one's discipline and agreed upon with supervisor.

C. Uses knowledge gained to develop and implement new ideas in the teaching-learning environment.

D. Continues to earn continuing education units, where necessary.

E. Shares pertinent information with colleagues.

III. Service (Instructor)

A. Participates actively in department and division meetings in a collaborative manner with full time and adjunct faculty.

B. Assists with selected department activities (such as planning, marketing, accreditation, assessment, program design, and viability of curriculum) to promote the success of Stark State College of Technology.

SECTION 2 -- POSITION QUALIFICATIONS

The qualification for this position is a Master’s Degree, a Bachelor’s Degree with a major certification, or professional credential dictated by field.

SECTION 3 -- ISSUES UNIQUE TO THE POSITION

The above responsibilities explain the most common duties among the different divisions of the college for this position. Other responsibilities, that may be unique to the department or division, can be described in an attachment to this job description.

SECTION 4 -- POSITION EVALUATION COMMITTEE ACTION

Department Head/Supervisor  Date  Vice President, Instruction  Date

Human Resources  Date  Effective Date  Date

? New  ? Revision  ? Update

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