

Biology Instructor			
Division	Instructional Services	Department	Arts and Sciences
Classification	Curriculum Faculty	Revised	n/a
Supervisor	Dean, Arts & Sciences	Position #	Job Class
Statement of Primary Purpose			
Instruction in assigned biology classes			
Classification			
Faculty			
Essential Functions and Responsibilities			
<ol style="list-style-type: none"> 1. Prepare and teach assigned courses in accordance with course outline and published course schedule. 2. Maintain accurate records for each course taught. 3. Prepare, review, and update course outlines on a regular basis. 4. Recommend and assist with curriculum revisions as necessary. 5. Assist in student recruitment, advising, and retention. 6. Serve on college standing committees and attend meetings. 7. Assist in selection and ordering of equipment, supplies, and textbooks. 8. Participate in college events and activities. 9. Attend college commencements. 10. Cooperate in scheduled student evaluations of instructor and space. 11. Keep regular posted office hours in accordance with college policy. 12. Submit all college reports in an accurate timely fashion. 13. Attend instructor and departmental meetings as scheduled. 14. Be responsible for professional development and maintaining professional competence. 			
Additional Duties and Responsibilities			
Perform other duties as assigned.			
Minimum Qualifications			
Education	Master's Degree in Biology, or Master's Degree in another discipline, with a minimum of 18 graduate-level hours in Biology		
Knowledge and Skills			
Physical Demands			
Licensing Requirement			

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Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
Equipment Operation			
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>			