

Developmental English Instructor

Division	Instructional Services	Department	Developmental Education	
Classification	Curriculum Faculty	Revised	June 2003	
Supervisor	Director of Academic Support	Position #	(leave blank)	Job Class (leave blank)

Statement of Primary Purpose

Provide instructional services.

Classification

Curriculum faculty, full-time, exempt.

Essential Functions and Responsibilities

1. Prepare and teach assigned courses in accordance with course outlines 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 retention.
6. Help develop and support English-related activities, workshops, and materials in the Learning Assistance Center.
7. Serve on college standing committees and attend meetings.
8. Assist in selection and ordering of equipment, supplies, and textbooks.
9. Participate in college events and activities.
10. Attend college commencements.
11. Cooperate in scheduled student evaluations of instructor and course.
12. Keep regular posted office hours in accordance with college policy.
13. Submit all college reports in an accurate timely fashion.
14. Attend instructor and departmental meetings as scheduled.
15. Be responsible for professional development and maintaining professional competence.
16. Establish and maintain effective working relationships with students, faculty, staff, and others.

Additional Duties and Responsibilities

Perform other duties as assigned.

Minimum Qualifications

Education	Bachelor's degree in English, English Education, or closely related field with demonstrated developmental education experience. Master's degree in Education, subject area, or related field preferred. Two years of teaching experience required.
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Developmental English Instructor

	College teaching experience preferred.
Knowledge and Skills	Working knowledge of developmental education philosophy and current teaching methods.
Physical Demands	
Licensing Requirement	Kellogg Institute certification as a Developmental Educator is preferred.
Working Conditions and Environment (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)	
Teaching load is 5 sections per semester, normally between 8 a.m. and 5 p.m. Monday through Friday, though evening, weekend, or web-centered classes may be assigned based on departmental needs. Typical format is traditional face-to-face presentation, though distance learning sections may be assigned.	
Equipment Operation	
Required: familiarity with MS Office software. Preferred: experience with web-centered and ITV (interactive television) course technology.	
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.	