

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

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<b>Working Conditions and Environment</b> (i.e., necessary travel, unusual work hours, unusual environmental conditions, etc.)			
<b>Equipment Operation</b>			
<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>			