

Human Services Technology/ Substance Abuse Concentration Instructor

Division	Instructional Services	Department	Health Sciences		
Classification	Curriculum Faculty	Revised	June 2003		
Supervisor	Dean/Director	Position #		Job Class	

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 recruitment, advising, and retention.
6. Serve on college standing committees and attend meetings.
7. Participate in curriculum advisory committee meetings, if applicable.
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

Cooperative Education Instruction-- serve as liaison between the Southwestern Community College and the co-op education sites and be responsible for the establishment of sites and faculty standards under the direction of the program director. Plan, coordinate, facilitate, administer and monitor activities on behalf of the academic program and in coordination with academic and co-op faculty.

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Minimum Qualifications	
Education	Master's Degree in Social Work, Counseling or Human Services
Knowledge and Skills	
Physical Demands	
Licensing Requirement	Certification in Social Work, or Licensed Professional Counselor, North Carolina certified in Substance Abuse.
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>	