

INSTRUCTOR – FULL-TIME

Selection: Subject to the approval of the Board of Trustees, the position of Instructor shall be appointed by the President.

Duties and Responsibilities: An instructor, in addition to meeting the requirements of employment as set forth in the contractual agreement, can be expected to work on all or some of the following items as agreed upon with the Associate Dean/Dean and shall:

- I. Contribute to Program and Course Development
 - A. Work individually and with committees on course development.
 - B. Update notes, classroom materials, and syllabi to keep courses current and relevant on a continuing basis.
 - C. Utilize varied teaching techniques designed to address multiple learning styles in order to engage students in their learning.
 - D. Reasonably share teaching materials and expertise with full and part-time colleagues.
 - E. Provide input in preparing divisional budgets when called upon.
 - F. Continue professional growth by attending conferences and seminars, participating in professional organizations, and/or taking additional course work in major and related subjects.
- II. Provide Student Support
 - A. Provide office hours which are compatible with student needs.
 - B. Be familiar with baccalaureate and occupational programs to better advise students about programs that fit their desires and abilities.
 - C. Be available to students outside of the classroom and advise them in relevant subject areas.
 - D. Provide opportunities for student feedback regarding instruction.
 - E. Accept teaching assignments relative to time, place, and work load for students' benefit consistent with the bargaining agreement.
- III. Meet College Responsibilities
 - A. Place the teaching needs of the institution before pursuit of higher degrees, research, extra curricular activities, and any outside employment.
 - B. Teach outside of major subject area when needed and where qualified.
 - C. Share talents when called upon through committee involvement, club sponsorship, enrollment support, and college public relations work.
 - D. Attend division and committee meetings.
 - E. Be discreet, cooperative, respectful, and understanding of all students, faculty, board, administration and classified personnel.
 - F. Accept constructive criticism and follow through in strengthening areas of professional weakness.
 - G. Follow administrative policies and procedures.
 - H. Perform all other duties and responsibilities as may be assigned by the Associate Dean/Dean.

Minimum Qualifications: Master's degree in teaching field in pre-baccalaureate programs or equivalent experience in occupational programs or appropriate state licensure.

Salary: The salary shall be in accordance with the current agreement between the Board of Trustees of Illinois Community College District #519 and the Highland Community College Faculty Senate affiliated with the American Federation of Teachers Local 1957.

ADA
JobCode: 800
Instructor (Full-Time)

Revised/Approved 10/29/86
Revised/Approved 3/16/93
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