**Biology Instructor**

**Salary:** Commensurate with Experience

**Status:** Full-time 9 months Exempt

**Reports to:** Department of Math & Science Chair

**Summary**
Faculty members are expected to demonstrate and maintain competence in their respective areas throughout their employment at the college. The Biology Instructor is responsible for teaching Biology and related courses.

**Responsibilities**

**Mastery of Subject Matter**
- Demonstrate a thorough and accurate knowledge of their field or discipline.
- Display an ability to interpret and evaluate the theories of their field or discipline.
- Connect their subject matter with related fields.
- Stay current in their subject matter through professional development, through involvement in professional organizations, and attending professional meetings, conference or workshops.
- Learn and use technology to enhance teaching and the educational experience when appropriate.

**Teaching Performance**
- Teach a course load appropriate to their field or discipline.
- Plan and organize instruction in ways that maximize student learning.
- Employ appropriate teaching and learning strategies to communicate subject matter to students.
- Modify, where appropriate, instructional methods and strategies to meet diverse students’ needs.
- Employ available instructional technology, i.e. the Internet, telecourse, interactive technology, when appropriate.
- Encourage the development of communication skills and higher order thinking skills through appropriate assignments.
- Contribute to the selection and development of instructional materials in accordance with course objectives.
- Understanding of online course development and Blackboard.

**Evaluation of Student Learning**
• Establish and follow meaningful learning objectives.
• Develop and explain methods that fairly measure student progress toward course objectives.
• Evaluate student performance fairly and consistently and return student work promptly to promote maximum learning.
• Maintain accurate records of student progress and submit final grade rosters to division administrator each semester according to established deadlines.
• Demonstrate sensitivity to student needs and circumstances.

Support of College Policies and Procedures
• Teach credit or non-credit courses within field or discipline as needed.
• Post and maintain regular office hours to ensure accessibility to colleagues and to students for advisement and consultation.
• Serve as faculty advisor within the current college advisement system.
• Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and divisional policies.
• Maintain confidentiality of student information.
• Substitute for other instructors within field or discipline in case of an absence.
• Exercise stewardship of college facilities and materials.

Participation in College, Division, and Program Activities
• Serve on college, divisional and program committees as assigned.
• Participate in meetings and events required by the college, division, and program administrators.
• Respond in a timely fashion to information requests from college, division, and program administrators.
• Support both part-time and full-time colleagues.
• Contribute to program and division curriculum development processes.
• Participate in graduation ceremonies.
• Demonstrate strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or on a team.

Contribution to the Growth and Enhancement of College Mission and Programs
• Membership in a College Accreditation Team.
• Maintain familiarity with college goals, mission and long-range plans.
• Contribute to planning and development processes through appropriate mechanisms and channels.
• Participate in professional activities that contribute to the educational goals of the college and its constituents.
• Perform professional responsibilities in accordance with pertinent goals, missions, and plans of the college, division, and program.
• Participate in the marketing, recruitment and retention of students, faculty and staff.

Minimum Qualifications
• Master’s degree in Biology or a Master’s degree in another discipline and 18 graduate semester hours in Biology and/or related discipline