

Central Christian College of Kansas

Job Description: Visiting Instructor – Mathematics

Department: Natural Sciences
Direct Supervisor: Division Chair and Chief Academic Officer
Effective Date: August 1, 2023
Status: Full-time (12 months), Exempt
Location: McPherson, KS

JOB SUMMARY

This individual is responsible for organizing and facilitating undergraduate courses in alignment with identified outcomes and assessment data, participating on appropriate committees, advising students, and participating in other faculty related assignments. Specific teaching responsibilities include facilitating coursework in chemistry, the physical sciences, and mathematics, with a specific emphasis on facilitating students taking science and math to meet general education requirements. Typically this includes classes such as algebra, general chemistry, physics, general math, and statistics. The average teaching load for faculty is equivalent to 24 semester credit hours of instruction, in organized residential classes, each nine-month academic year, in addition to advising and institutional service.

EDUCATION, EXPERIENCE, SKILLS, & ABILITIES

- Graduate or terminal degree in a field related to the Natural Sciences, with a minimum of 18 hours in mathematics of quantitative reasoning
- At least one year of teaching experience at the high school and/or college level; experience in online learning and engagement preferred
- Must be able to relate and communicate with teenagers, young adults, and adults
- Bi-lingual English/Spanish preferred

DUTIES

Teaching & Advising (80%):

- Responsible for delivering the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in the course syllabus
- Create, post, and articulate course learning outcomes or objectives in order to ensure student understanding of course learning objectives and expectations
- Create and post a course syllabus and a class schedule for each class
- Create course curriculum, course handouts, lectures, labs, presentations, and other materials required to deliver course information
- Create course rubrics to reliably assess each student's performance related to the course's learning objectives and to identify areas for student improvement
- Set "office hours" and other times to answer questions and assist students to better understand the material in one-on-one or small group sessions
- Ensure all classes and other scheduled responsibilities such as office hours and meetings happen at their designated time

Reviewed by: OTP [06/24/2022]

Reviewed by: HR [8/5/2022]

Approved by: OTP []

- Assign grades and maintain course/student records in accordance with FERPA regulations and submit grades and records by established deadlines
- Assist advisees to develop educational and career goals and seek information necessary to achieve those goals
- Meet a minimum of once a semester with advisees to review educational, graduation, and career progress to effectively meet the advisee needs
- Assist advisees to enroll in needed classes
- Provide academic mentorship and *pastoral* guidance in relation to the mission of the College

Service, Professional Development, and Administrative (20%):

- Serve on college committees and appointed or elected offices
- Ensure compliance with regulatory requirements, including licensure and/or accreditation
- Support student co-curricular activities, including advising student clubs as necessary
- Uphold the mission of the College and abide by College related values and standards
- Prepare and execute an annual professional development program
- Maintain expertise in field by reading, conducting research, attending seminars, webinars, workshops, and classes for self-improvement and/or professional enhancement
- Maintain membership involvement in relevant professional organizations
- Assist the department and College to recruit, enroll, and retain students who are a good fit for our culture, mission, and vision
- Evaluate and revise curriculum, course materials, and delivery methods as changes in the field and teaching environments warrant
- Administer appropriate assessment protocol, recoding data and using data to inform departmental and campus enhancements
- Review, evaluate, and revise textbooks and curriculum in conjunction with other department members to enhance student academic and career success
- Attend all required college events such as commencement, faculty meetings, in-service workshops, etc.
- Perform other appropriate and reasonably required duties as assigned by your supervisor
- Contribute to the support and implementation of the College's Strategic Plan and participate in shared governance.

NOTICE OF NON-DISCRIMINATION

The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, the College asserts its right to employ persons who subscribe to the intent, mission, Statement of Faith, and Core Values of the College, as well as the lifestyle expectations articulated in the Free Methodist Book of Discipline (Para. 3000-3430; 2011).

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Print Name

Signature

Date