



JOB DESCRIPTION

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| JOB TITLE: Faculty | FLSA: Exempt |
| Department: Teaching Field | Date Revised: 5/19/2015 |
| Security Sensitive: Yes | Grade: |
| Reports To: Program Coordinator or Program Director | |

Job Summary

Galveston College is a comprehensive institution, which places primary emphasis on excellence in classroom instruction. Faculty members are expected to demonstrate and maintain competence in each of the following areas throughout their employment at the College.

Essential Functions

- Demonstrates and applies a thorough and accurate knowledge of the teaching field and discipline.
- Attempts to connect subject matter with related fields.
- Maintains currency in subject matter through professional development.
- Plans and organizes instruction in ways which maximize student learning.
- Effectively employs teaching and learning strategies.
- Modifies instructional methods and strategies to meet diverse students' needs.
- Effectively employs available instructional technology when appropriate.
- Encourages the development of communication skills and higher order thinking skills through appropriate assignments.
- Effectively communicates subject matter content to students.
- Contributes to the selection and development of instructional materials.
- Establishes and adheres to cogent learning outcomes.
- Develops and uses evaluation methods, which fairly measures student progress toward outcomes.
- Evaluates and expeditiously returns student work to promote maximum learning.
- Maintains accurate records of student progress.
- Submits final grade rosters and supporting documents according to established deadlines.
- Maintains familiarity with and adheres to College Policies and Procedures.
- Maintains regular office hours to ensure accessibility to students and colleagues.
- Prepares, distributes, and submits syllabi and approved course outlines for all assigned sections in accordance with program, division, and College procedures.
- Serves on College, divisional, and program committees, teams, and task forces as assigned.
- Attends meetings and events as required by College administration.
- Participates in professional activities that contribute to the educational goals of the College and its constituents.
- Responds in a timely fashion to information requests from College and division administrators and program chairs.
- Fosters and maintains effective working relationships with students, colleagues, and supervisors.
- Maintains familiarity with College goals, mission, and long-range plans.
- Contributes to planning and development processes through appropriate channels.

- Performs professional responsibilities in accordance with pertinent goals, mission, and plans of College, division, and program.
- Supports recruitment and retention of students, including advising;
- Maintains confidentiality of information exposed to in the course of business regarding students, supervisors or other employees;
- Contributes to a safe educational and working environment by participating in all drills and training and being prepared to take action should a health or safety emergency occur;
- Requires the kind of teamwork, supervision, and personal interaction, that cannot be had in a home office situation; therefore, regular and predictable on-site attendance is a job requirement;
- Other duties as assigned.

Minimum Education, Skills, and Abilities

- Education must meet the requirements as mandated by the Southern Association of Colleges and Schools for the appropriate field of study and degrees awarded at this institution. Each department displays the specific requirements for each position.
- Ability to communicate and facilitate learning effectively and work collaboratively.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, class assignments and business correspondence. Ability to effectively present information to students and respond to questions from individuals as well as groups of students and chairs/directors.
- Demonstrated commitment to the centrality of teaching and learning in a student centered environment bolstered by effective student outcome measures;
- Ability to establish and maintain effective interaction with students, peers, administration and staff.

Work Environment

- Work is performed in a classroom, office and/or lab settings; no unusual circumstances.

Special Requirements

- Subject to a criminal background check prior to employment.

NOTE: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, skills and physical demands required of personnel so classified.

APPLICANT: Are you capable of performing in a reasonable manner the activities involved in the job or application for which you have applied?_____

Signature

Date

