

EDUC Job Description

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| Job Title: | Education Faculty |
| FLSA Status: | Exempt |
| Grade: | Faculty |
| Department: | Arts & Science |
| Reports to: | Dean of Arts and Sciences |

Job Summary

The Education Instructor will teach most required associate-degree courses in Elementary and Secondary Education. The ideal candidate will deliver engaging lessons, develop curricula, and support students' academic, professional, and personal growth.

Essential Duties and Responsibilities

- The instructional assignment will include lecture and laboratory classes where applicable and utilize a variety of teaching methods and technologies to keep students motivated and engaged. Some meetings or instructions may occur off-site.
- Teach courses in various modalities, including face-to-face, online asynchronous, online synchronous, flex, and hybrid.
- Teach classes during the day, evenings, and occasionally on weekends.
- Assignments are based upon the assumption of a workload of forty clock hours weekly and 30 credits per academic year (170 days per academic year), including but not limited to conducting classes, advising students, class preparation, student/faculty evaluations, office hours, committee work, student learning outcomes assessment, program review, student clubs/activities, maintaining industry expertise, recruiting, and other duties.
- Teach workshops and seminars to area teachers on topics that include identifying students, especially in the elementary grades, who are unable to read at grade level or have difficulty with reading due to a specific learning disorder, including but not limited to dyslexia, dysgraphia, or dyscalculia.
- Institutional service activities are expected of all faculty members.
- Provide leadership in program development, promotion, regional college/industry/governmental agency partnerships, and developing/modifying curriculum in response to industry and community needs.
- Participation in discipline/department decision making processes and work regarding curriculum, program development, scheduling, and other matters are also expected of all department faculty.
- Responsibilities also include maintaining professional conduct and ethics standards appropriate to the professional position.
- The assignment may also include participation and facilitation in grant acquisition/implementation.
- Work with the Dean of Arts and Sciences to develop articulation agreements with baccalaureate institutions.
- Where applicable, participate in Workforce Development at the local, regional, and state levels.
- Implement student engagement practices in and outside of the traditional learning space.
- Help create and facilitate innovative student recruitment, retention, completion, and placement strategies.
- Build community partnerships.
- Complete of the Advising Academy within ninety days of employment.
- Other duties assigned to advance the mission of the college.

Knowledge, Skills, and Abilities Required by the Position

- Ability to teach, supervise, and mentor students through their plan of study.
- Possess strong interpersonal communication and management skills.
- Ability to use a variety of teaching methods and materials that assist student learning.
- Ability to use technology and develop learning activities in an online, hybrid, or web-enhanced environment.
- Ability to work collaboratively with a variety of faculty and community stakeholders.
- Demonstrated ability to work with a diverse population representing a wide range of skills and ages.
- Knowledge of assessment of student learning outcomes at the course, program, and institutional levels.
- Demonstrated commitment to work with students, staff, and community (e.g., advising, organizations, training, boards, leadership).
- Commitment to and evidence of collegiality when interacting with others within the college community.
- Adaptability: the ability to work in a fast-paced environment and the willingness to modify the schedule to meet department needs.

Working Conditions/Physical Requirements

- Work is performed primarily indoors in a standard office, classroom, or laboratory environment.
- Subject to walking, sitting, standing, bending, reaching, kneeling, and stooping. Frequent lifting of objects up to 30 pounds. Manual dexterity to efficiently operate a computer keyboard and other business machines. Near vision sufficient to read written communication and computer display screens. Adequate hearing to communicate efficiently in person and by phone.
- Work flexible hours as needed. May require work during evening, night, and weekend hours.
- Travel between campus buildings, clinical sites, and other locations may be indicated. A valid driver's license or dependable transportation is required.

Supervisory and Management Responsibility

- None

Minimum Qualifications

- Master's degree in an area related to Education with a minimum of 18 graduate hours within the field..
- Understanding of the education discipline and related fields.
- Knowledge of and experience in education research.
- Capacity for interdisciplinary and collaborative teaching.
- Commitment to inclusive pedagogy, diversity, and equity.

Preferred Qualifications

- PhD or EdD.
- Three years' college teaching experience.
- Demonstrated service to the discipline, (e.g.) college, community, state, national.
- Community College teaching experience.
- Practical experience outside of academia, teaching in the middle and high schools
- Demonstrated history of teaching excellence.
- Experience teaching in an online environment.

Preference will be given to candidates who show demonstrated experience in teaching diverse populations. Candidates will be required to submit a philosophy of teaching statement and may be required to give a teaching demonstration.

Complete applications will contain a completed GCCD application, cover letter, vita, philosophy of teaching statement, copies of graduate and undergraduate transcripts (official transcripts need to be supplied at the time of the interview), and contact information for three (3) professional references.

HOW TO APPLY:

In order for applications to be complete they must contain: a cover letter, resume, GCCD application (found online at <https://gillettecollege.org/about/careers>), and copies of graduate (if applicable) and undergraduate transcripts. Official transcripts will be needed prior to an interview. Email all application documents to hrtteam@gillettecollege.org.

Equal Opportunity and Affirmative Action Employer

Gillette Community College District is an equal opportunity institution and, as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints to Shantel Moore, Human Resources Director, 300 W Sinclair Drive, Gillette, WY 82718, or smoore@gillettecollege.org or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303844-5695 or TDD 303-844-3417.