



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Initial Base All Campuses

Created on: 2/28/2024 Revised on: 2/25/2026
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Job Title	Salary Schedule	Grade	Job No.
English Instructor	D1		
Reports To	FLSA Status	Grant Funded	Tenure Track
Division Chair of Language and Humanities	Exempt	No	Yes

JOB SUMMARY: English Instructors are responsible to the Division Chair and/or the appropriate Instructional Dean for planning, preparing, and presenting appropriate and effective learning experiences to students.

Direct Supervisory Responsibility: YES NO

QUALIFICATIONS:

- ◆ Master's degree with a minimum of 18 graduate semester hours in English **from an approved U.S. Department of Education accredited institution** required

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Master's degree or higher in English or English Education
- ◆ Preparation for and commitment to college teaching
- ◆ Teaching experience in a college setting
- ◆ Competency in the use of current educational technologies
- ◆ Experience with internet courses
- ◆ Excellent oral, written, and interpersonal skills
- ◆ Commitment to the community college mission
- ◆ Experience with diverse populations
- ◆ Successful problem-solving skills
- ◆ Ability to work independently
- ◆ Ability to deal effectively with students, other employees, and the public

ESSENTIAL DUTIES and RESPONSIBILITIES:

- ◆ Instruct English and English-related courses, including developmental English and Reading.
- ◆ Conduct instruction in a wide variety of settings and time frames to include: day, evening, and weekends on any of Gadsden State's campuses. Some traveling may be required.
- ◆ Instruct on-site and online Dual Enrollment English classes in all GSCC service areas.
- ◆ Present appropriate and effective classroom and laboratory learning experiences to students in a classroom, lab, or distance-learning format, including computer delivery.
- ◆ Assist in the planning for instruction: prepare course materials, objectives, syllabi, and curriculum

design.

- ◆ Participate in assessments at both the course and program levels.
- ◆ Organize and maintain instructional equipment as required.
- ◆ Assist students out of class in their quest to master information presented.
- ◆ Incorporate various teaching methods, including the use of technology-based instruction, critical thinking activities, and experiences in all courses.
- ◆ Post and maintain regular office hours.
- ◆ Assist in support of adjunct instructors.
- ◆ Participate in and complete all department professional development initiatives.
- ◆ Serve on committees.
- ◆ Attend meetings, training sessions, College events, and graduation.
- ◆ Serve as faculty advisor to an assigned group of students.
- ◆ Serve as faculty sponsor to student organizations as assigned.
- ◆ Pursue continued professional development.
- ◆ Comply with all policies of the Alabama Community College System and the College.
- ◆ Perform other duties as assigned.

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ **Mobility:** Primarily sedentary work performed in an office or front-desk environment with frequent sitting, standing, walking, and reaching as needed to assist visitors and complete clerical tasks
- ◆ **Manual Dexterity:** Regular use of standard office equipment, including computers, telephones, copiers, printers, and scanners. Requires sufficient hand-eye coordination for data entry and handling small office materials
- ◆ **Lifting:** Ability to lift, carry, or move materials and supplies weighing up to 25 pounds occasionally.
- ◆ **Communication:** Clear and effective verbal and written communication skills are essential for frequent interaction with students, employees, and the public

Work Environment:

- ◆ **Setting:** The position is based in a typical office and student service area environment within a college setting
- ◆ **Travel:** Minimal travel may be required between campus locations for meetings, training, or administering tests
- ◆ **Schedule:** Standard work hours are expected; however, occasional extended hours may be necessary during peak registration or special events
- ◆ **Interaction:** Frequent interaction with students, faculty, staff, and visitors requiring professionalism, patience, and a customer-service focus

Reviewed by: HR Manager

Employee Name:

Employee Signature

Date