



## GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

East Broad Campus

Created on: 5/30/2025  
Revised on: 6/3/2025

Job Title	Salary Schedule	Grade	Job No.
<b>Instructor – All Subjects</b>	<b>D1</b>		
Reports To	FLSA Status	Grant Funded	Tenure Track
<b>Division Chair</b>	Exempt	No	Yes

**JOB SUMMARY:** 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.

**QUALIFICATIONS:**

- ◆ Appropriate credentials for the teaching field as per SACS Criteria 3.7 Faculty and the Faculty credentials “Guidelines” and Board Policy 605.02.

**DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

- ◆ Excellent oral and written communication skills
- ◆ Demonstrated expertise in the subject areas focused on workplace skills
- ◆ Documented teaching experience with a proven track record of student success
- ◆ Documented successful experience teaching and developing web-based courses
- ◆ A broad awareness and knowledge of current labor market conditions and essential skills for employability and familiarity with the industry standards, competencies, and certifications required in various workforce sectors
- ◆ Ability to conduct individual and small group instruction
- ◆ Previous experience using course management systems including (but not limited to): Learning Management Systems, Tutoring Software Platforms, *Microsoft Office*, *Ellucian* Software Products, *Respondus LockDown Browser*, Virtual Conferencing Software Solutions, Video Creation and Hosting, Library Research Databases, etc
- ◆ Ability to learn new teaching pedagogy, and new software, as required
- ◆ An understanding of and commitment to the philosophy and mission of the community college system
- ◆ Ability to work independently and in a team environment
- ◆ Ability to work effectively with diverse students, other employees, and the public
- ◆ Commitment to all students, including those of diverse ages, cultures, genders, and ethnic backgrounds
- ◆ Understanding of the broad range of students' abilities in an open admissions college and the ability to accommodate varied learning styles
- ◆ Successful problem-solving skills
- ◆ Conscientiousness - care about how work is done and desire to do a good job
- ◆ Initiative - responding to downtime by taking responsibility to do other work
- ◆ A focus on details

- ◆ A focus on being friendly and patient in responding to students
- ◆ Willingness and desire to learn new things and apply that learning
- ◆ Willingness to maintain flexibility in order to meet student needs
- ◆ A positive attitude regardless of circumstances at hand
- ◆ Confidence in decision-making and communication skills

**DUTIES:**

- ◆ Teaches courses/contact hours as assigned
- ◆ Conducts instruction in a wide variety of settings and time frames, to include day, evening, and weekends as well as both on and off campus
- ◆ Assists in the planning of instruction; prepares course materials, objectives, and syllabi; and designs curriculum
- ◆ Serves as faculty advisor
- ◆ Serves as a faculty sponsor to student organizations as assigned
- ◆ Completes projects as directed by a supervisor
- ◆ Responds to student email inquiries in a timely manner (24 hours, received on weekdays or 48 hours, received on weekends) utilizing College assigned email account
- ◆ Assigns grades and provides substantive feedback for assignments and assessments in a timely manner
- ◆ Participates in regular meetings and faculty development opportunities
- ◆ Performs other related duties as assigned
- ◆ Complies with all policies of the Alabama Community College System and the College

*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 with regular movement around classrooms, labs, and workshops. Includes standing, walking, bending, stooping, and reaching during hands-on demonstrations
- ◆ **Manual Dexterity:** Frequent use of hands and fingers to operate instructional tools and equipment such as circuit boards, control systems, and robotics technology
- ◆ **Lifting:** Occasional lifting and carrying of instructional materials and equipment, typically up to 50 pounds
- ◆ **Communication:** Clear and effective verbal and written communication is essential for instructing students and collaborating with colleagues

**Work Environment:**

- ◆ Setting: Instruction occurs in classroom, laboratory, and workshop environments, as well as online settings. Exposure to tools, equipment, and machinery used in industrial automation and electronics labs
- ◆ Travel: Occasional travel between instructional sites and for professional development or college events
- ◆ Schedule: Teaching assignments may include daytime, evening, and weekend hours, requiring flexibility to meet course and student needs
- ◆ Interaction: Regular interaction with students, faculty, staff, and external partners, requiring strong interpersonal skills and a commitment to a diverse and inclusive educational environment

**Reviewed by: Jason Gurley, HR Manager**

**Employee Name:**

---

**Employee Signature**

---

**Date**