

GADSDEN STATE COMMUNITY COLLEGE

JOB DESCRIPTION

Position Title: PSYCHOLOGY INSTRUCTOR

Supervisor's Title: Division Chair, Area of Social Sciences

JOB SUMMARY: Instructors are responsible for an assigned teaching load and other duties. Minimum hours, including class time and office hours, are 35 per week as Established by State Board Policy.

ESSENTIAL FUNCTIONS:

1. Provide competent instruction in the area of credentialed expertise.
2. Promote a scholarly atmosphere at the institution and in the community.
3. Evaluate the progress of students in all classes according to institutional criteria.
4. Collect and maintain accurate class records, including progress determinations. Submit reports on such information when requested.
5. Advise students academically and promote student leadership and enrichment experiences.
6. Serve as sponsor to student clubs and organizations.
7. Assist in the recruitment of students for the College.
8. Continue as a competent scholar in the chosen academic field by seeking new knowledge, improving teaching skills, and elevating professional competencies.
9. Participate in scheduled professional development activities designed to improve instruction, promote professional growth, and stimulate individual involvement in the learning process.
10. Provide advice to the administration on matters pertaining to the academic program.
11. Assist in the preparation of materials used in academic administration when requested, including course syllabi, program outlines, and catalog material.
12. Serve on committees engaged in furthering the work of the institution, when appointed, or when elected.
13. Assume other professional duties and responsibilities as may assigned by appropriate administrative personnel.

Comply with all policies of the State Board of Education, the Department of Postsecondary Education, and the College.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:

As per SACS Criteria 4.8.2.1

“In the associate degree program, full-time and part-time faculty members teaching credit courses in the following area: humanities/fine arts; social/behavioral sciences; and natural sciences/mathematics must have completed at least 18 graduate semester hours in the teaching discipline and hold at least a master's degree, or hold the minimum of a master's degree with a major in the teaching discipline.”

REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:

Non-applicable

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OTHER QUALIFICATIONS AND JOB REQUIREMENTS:

Non-applicable

Reviewed by:

Employee's Signature _____ Date

Supervisor's Signature _____ Date