

# GADSDEN STATE COMMUNITY COLLEGE

## JOB DESCRIPTION

**Position Title:** Workplace Skills Instructor (WKO 101)

**Supervisor's Title:** Coordinator of Workforce Development

### **JOB SUMMARY:**

Provide competent classroom and laboratory instruction in the area of credentialed expertise. 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.

### **ESSENTIAL FUNCTIONS:**

- Deliver Workplace Skills coursework to dual enrollment high school students.
- Actively participate in tool retention and preservation of department assets where appropriate.
- Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning.
- Assess student learning using multiple assessment strategies.
- Assist in the development of discipline-specific student learning outcome objectives.
- Assist students with completing required dual enrollment registration and paperwork in a timely manner.
- Be prompt and punctual in reporting for work.
- Check college e-mails and Blackboard course messages regularly and respond in a timely, professional manner.
- Collect, maintain, and submit accurate class records including grades, attendance rosters, absences, withdrawal, and/or class drop information to appropriate offices by the specified deadlines.
- Evaluate the progress of students in all classes according to institutional, divisional, departmental, and individual criteria. Record grades in a timely manner and in an online format accessible by students (e.g. Blackboard or online homework system).
- Follow all guidelines for development and assessment of student learning outcomes and submit assessment information as required by the department chair and/or dean.
- Inform the responsible Department Chair or Dean of any problems or concerns with classroom equipment or facilities.
- Maintain a general knowledge of other college policies and procedures including academic support, and student activities.
- Maintain a positive attitude that contributes to a professional, team-centered environment.
- Maintain a working knowledge of career trends, Alabama Transfers Guide, Blackboard, and other related software and assist students in its use.
- Participate in school activities when possible.
- Prepare or assist in the preparation of materials used in academic administration when requested, including course syllabi.
- Provide academic and career advice to students and promote student leadership and enrichment experiences.
- Provide competent classroom and laboratory instruction in the area of credentialed expertise.

- Review the Gadsden State Catalog annually to become familiar with changes affecting prospective and current student enrollments.
- Submit grades for students participating in WKO 101; complete all required college and course-related college assessments; inform the Gadsden Career Services and Dual Enrollment departments of any student issues including (but not limited to) attendance and completion of required coursework.
- Teach at the specified time and place, and in the specified format.
- Utilize a variety of instructional strategies in order to engage students.
- Perform all duties with professionalism.
- Provide advice to the administration on matters pertaining to the instructional program.
- Serve on committees engaged in furthering the work of the institution when appointed or when elected.
- Become familiar with and follow institutional policies and procedures as outlined in the *College Catalog*, *Personnel Handbook*, and *Alabama Community College System Policy Manual*.
- Perform other appropriate professional duties and responsibilities as may be assigned.

**Note:** *The intent of this job 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 positions role, scope, FLSA status, or grade.*

**REQUIRED EDUCATION, EXPERIENCE, STANDARDS, AND TRAINING:**

- A minimum of a bachelor's degree from a regionally accredited institution is **required**.
- WKO is a partnership between GSCC and area high schools. Prior experience working with high school students and/or dual enrollment *preferred*.
- Documented expertise in the use of current educational technologies in the classroom including word processing, spreadsheet, database, and/or presentation software is *preferred*.

**DESIRED PROFILE:**

- 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.

**REQUIRED LICENSE, CERTIFICATION, OR SPECIAL CREDENTIALS:**

- Appropriate credentials for the teaching field as per SACS Criteria 3.7 Faculty and the Faculty Credentials "Guidelines" and Board Policy 605.02.