

Position Description

Instructional Faculty

Clark State College

Instructional Faculty **Classification**

Instructional Faculty **Position Title**

English Instructional Faculty Position

Salary and rank are commensurate with qualifications and experience, salary range for instructor level faculty is \$36,360 - \$54,540.

A full-time, 9-month, instructional faculty position in English is available starting August 2021. A master's degree in English or a master's degree with 18 graduate hours in English is required. Collegiate teaching experience is required. Online teaching and developmental reading/writing experience are strongly preferred. Clark State strives to facilitate a culture that recognizes, embraces, and reflects the diversity of the communities we serve. Diverse applicants are greatly encouraged to apply.

The successful candidate will use a learner-centered approach to teaching that incorporates active learning strategies and technology to enhance student learning. Primary duties include both on ground and online teaching, course development, student academic advisement, assessment of student learning, and participation in college-wide initiatives. Salary and rank are commensurate with qualifications and experience. Candidates must possess strong interpersonal and technology skills, the ability to work in teams, and flexibility to teach day, evening, and/or weekend hours as needed at the College's campuses in Springfield and Beavercreek, OH. Position reports to the Dean of Arts and Sciences and is located at the main campus in Springfield, OH.

Applicants should include a brief written statement to describe how they will encourage diversity and inclusion in their classes. To apply for this position, please submit a cover letter, resume/vitae, diversity statement, employment application and copies of transcripts formatted in PDF or Microsoft Word to jobs@clarkstate.edu. Reference the position title in the first line of the cover letter.

The duties of a faculty member include the following, though jobs vary and change based on the needs of each academic program:

Teaching/Learning 45-80%

Successful teaching in a learner-centered environment requires knowledge as well as the ability to design, implement, manage and assess courses taught in a variety of instructional modes. Each faculty member is required to:

- Demonstrate knowledge and skills in subject area(s)

- Use instructional and discipline specific technology
- Design courses that effectively meet student and curricular needs
- Accommodate students with varying backgrounds and learning styles
- Develop and use syllabi within College/School guidelines
- Deliver course content successfully
- Participate in the assessment of student learning and program review
- Manage courses such that students receive regular feedback and college reports are submitted in a timely fashion
- Meet all classes or provide alternatives
- Provide external support for students through office hours and cooperation with student services offices
- Maintain professional relationships with students

Professional Growth 10-30%

As a professional educator, the faculty member shall continue to grow and develop as an educator and as a member of the profession through formal and/or informal activities, which increase knowledge and enhance teaching ability.

Service to the College and Community 10-30%

As a member of a learning community, faculty members are expected to contribute to the life of the College. Their activities advance the goals and image of one's program, school, and the College as a whole.

All faculty are required to:

- Participate in scheduled institutional meetings and activities
- Participate in program and College accreditation, curriculum development, and program assessment
- Assist in the formulation of school objectives and goals
- Serve on at least one faculty or All-College Committee annually (after the first year of hire)
- Teach courses at a variety of times and locations in response to student and institutional need
- Participate in student and/or community activities that foster goodwill and promote the mission of the College
- Assist in the articulation of courses and programs with secondary and post-secondary institutions
- Maintain collegial relationships with other college personnel

PHYSICAL DEMANDS – The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions:

While performing the duties of this job, the employee is regularly required to stand and sit; use hands to touch, handle, or feel; reach with hands and arms, and talk and hear. The employee is often required to stand and walk. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close and far vision and ability to adjust focus.

