INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Assistant Professor - Education

LOCATION: Main Campus – Fort Pierce

CLASSIFICATION: Full Time Faculty

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

• Doctorate degree in Special Education or related degree;
• A minimum of eighteen (18) graduate credits in Exceptional Student Education coursework;
• A valid K-12 teaching certificate;
• Proven experience as a K-12 classroom teacher;
• Excellent oral and written communication skills;
• Ability to recognize and to respond to students from culturally diverse backgrounds as well as the willingness to make students active partners in the teaching/learning process are absolutely essential in today’s dynamic socio-economic environment;
• Competency with current instructional technology applications;
• All instructors must meet the appropriate credentialing requirements for the Southern Association for Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

• Preparing, instructing, and grading all class coursework;
• Assigning final grades;
• Maintaining regularly scheduled office hours to meet with students;
• Faculty members must serve on at least one college committee;
• Service to the community is also required.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. Completing all duties and responsibilities associated with teaching a minimum of 36 semester hours annually;
2. Preparing a syllabus for each course assigned;
3. Instructing assigned classes;
4. Grading all quizzes, tests, and written assignments;
5. Assigning final grades;
6. Maintaining regularly scheduled office hours to meet with students;
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

7. Cooperating in departmental budget preparation and in course planning and development;
8. Assisting with departmental projects and programs;
9. Appropriately integrating computer software and technology-based instruction;
10. Maintaining a safe and effective classroom environment;
11. Participating in department, division, and general faculty meetings, applicable college committee activities, and other forms of college service;
12. Performing other duties and responsibilities as assigned by the Administrative Director.

PHYSICAL REQUIREMENTS:

This position requires an ability to sit and stand for extended periods of time, to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

________________________________  ________________________________  _______________
Applicant/Employee Printed Name  Applicant/Employee Signature  Date