INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION

POSITION TITLE: Assistant Professor-Teacher Education – Instructional Technology

LOCATION: Main Campus – Fort Pierce

SUPERVISOR: Marta Cronin, Ed.D, Administrative Director of the School of Education

VICE PRESIDENT: Anthony Iacono, Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Full Time Faculty

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications, knowledge and skill requirements for this position include:
• A doctorate with a minimum of eighteen (18) graduate semester credit hours in Instructional Technology;
• A valid teaching or principal’s certificate;
• Proven experience as a classroom teacher;
• Excellent oral and written communication skills;
• Ability to function as part of a high-performing team and the ability to work independently as needed;
• A commitment to serving students from diverse backgrounds;
• Experience using social media for instructional purposes;
• Knowledge of e-learning and mobile learning;
• Knowledge of learning styles and differentiated teaching strategies;
• Competency with current instructional technology applications;
• All instructors must meet the appropriate credentialing requirements for the Southern Association of 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:

- Completing all duties and responsibilities associated with teaching a minimum of thirty-six (36) semester hours annually;
- Participating in community outreach events;
- Collaborating on grant writing;
- Coordinating TeachLivE schedule;
- Providing all LiveText training for all education faculty/students;
- Maintaining Florida Department of Education documentation on LiveText;
- Evaluating student portfolios and provide appropriate feedback;
- Overseeing alumni Professional Learning Community blog;
- Managing Facebook and Twitter accounts;
- Updating department webpage as needed;
- Ensuring active participation in department meetings and on relevant committees and workgroups;
- Completing other duties and responsibilities as assigned by the Administrative Director of the School of Education.

ESSENTIAL PHYSICAL SKILLS:

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.

Administrator's Signature   Vice President's Signature   Date

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 position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the position 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