

**JF Ingram State Technical College
Job description**

JOB TITLE:

Related Studies (English) Instructor

SUMMARY: All duties performed under the direct supervision of the Associate Dean of Instruction. Teaches related studies (i.e., Mathematics, English, Reading, etc.) coursework to students by performing the following duties:

ESSENTIAL FUNCTIONS:

- Organizes program of instruction studies in subject area, including demonstrations of how related skills are used in each student's file, and lectures on theory, techniques, and terminology.
- Instructs students in subject areas such as mathematics, communication skills, and work habits.
- Plans and supervises work of students, individually or in small groups, in classroom or laboratory.
- Assesses and evaluates achievement of student in subject knowledge.
- Maintains all records and provides reports as directed by the Dean of Instruction or his designee.
- An understanding of and commitment to the philosophy and mission of a community and technical college.
- A sensitivity and commitment to cultural diversity.
- Serves on committees as needed.
- Complies with any applicable guidelines, procedures, and policies set forth by the Alabama Community College System (ACCS) Board of Trustees, the Alabama Community College System, and J. F. Ingram State Technical College.
- Performs other professional duties as assigned by the Dean of Instruction, Associate Dean of Instruction or their designee.

SUPERVISORY RESPONSIBILITIES: Directly supervises students. Carries out supervisory responsibilities in accordance with the college's policies and applicable laws. Responsibilities include planning, assigning and directing student activities, appraising and evaluating performance, maintaining order and discipline, addressing complaints and resolving problems.

JOB REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

QUALIFICATIONS: Master's degree from a regionally-accredited college or university with 18 graduate semester hours in the teaching area.

LANGUAGE SKILLS: Ability to read, analyze and interpret periodicals, professional journals, technical procedures, or governmental regulations. Ability to communicate orally, and in writing, in English. Ability to effectively present information, and respond to questions from groups of students, co-workers, and the general public.

EXEMPT

MATHEMATICAL SKILLS: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry as needed.

REASONING ABILITY: Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 a Related Studies Instructor, the employee is regularly required to stand, reach with hands and arms, and talk or hear. The employee is frequently required to use chalk or dry erase boards, and occasionally required to use computers.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing 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 may regularly work in a classroom setting.

COMMENTS: Related studies instructors in a correctional environment must remain aware of security concerns at all times. The employee must be eligible to enter into any/all Department of Corrections (DOC) facilities in order to perform the job duties and must maintain this status for continued employment.

Reviewed by _____

Date _____

Employee's Signature _____

Date _____

Salary Schedule Placement: L (\$500/course credit hour)
Part-time/Salaried position
(Not on Tenure Track)