

FCC Job Description

Faculty Member, Developmental Mathematics	7/1/06, revised 7/01/10, 6/3/2013, 10/10/14
Salary Grade: Faculty	Eligible for Overtime: No (Exempt)

General Description of the Job

Faculty members are responsible for creating a premier, student-centered learning environment accessible to individual learners with diverse educational needs and goals.

Essential Functions

The following are the functions essential to performing this job.

1. Facilitate Student Learning.
2. Prepare, deliver, and assess learning activities that are consistent with Core Learning Outcomes.
3. Provide instruction using discipline-specific technology, educational standards of delivery, and a variety of methods of instruction.
4. Improve student learning by keeping abreast of advances in pedagogy.
5. Participate in review of curriculum process.
6. Actively engage students in critical thinking, meta-cognitive processes and interpersonal workplace skills.
7. Cultivate open-minded inquiry.
8. Encourage thoughtful, self-reflective assessment.
9. Promote cooperation and mutual respect among students.
10. Infuse multicultural and diverse perspectives into the instructional process as appropriate and conduct classes in a manner that demonstrates respect for individual and cultural differences.
11. Provide Service to the College and Community.
12. Serve on College and campus-wide committees.
13. Participate in departmental meetings.
14. Engage in activities which enhance the College's relationship to the community.
15. Participate in professional organizations.
16. Participate in peer evaluation processes and review of evaluation instruments.
17. Mentor new and junior faculty members.
18. Participate in Professional Development.
19. Seek out current developments and information within discipline.
20. Identify and implement, as appropriate, innovative pedagogical practices.
21. Strive to understand and use technology as it applies to pedagogical standards of delivery within the discipline, and as it is appropriate for the student population.
22. Apply technology or other skills to tasks designated by the administration and professional development opportunities.

Other Expectations

1. Provide instruction in such courses, weekdays or evenings, as assigned by the Provost or Saturdays/Sundays by mutual agreement.
2. Undertake the normal teaching load of 30 credit hours within each ten month contract year, August 1st through May 31st.
3. Support the stated mission, policies, and procedures of Frederick Community College.
4. Serve timely notice if unable to attend class or scheduled meetings.
5. Submit syllabi, textbook orders, instructional materials, and grades as requested.
6. File and update personnel forms required for employment.
7. Post and maintain scheduled office hours as required.
8. Attend Commencement, Convocations, and meetings of the faculty called by supervisors.
9. Perform other duties as assigned.

Knowledge, Skills, and Abilities

The individual in this job must possess these skills and abilities or be able to explain and demonstrate that he or she can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:

1. Demonstration of knowledge and skills required to teach the Core Learning Outcomes of the assigned course(s).
2. Experience and/or strong interest in using internet technology to enhance learning.
3. Ability to use varying styles, approaches, skills and techniques that reflect an understanding and acceptance of the role of culture in a diverse, multi-cultural workplace.

Approved 10/10/2014

Minimum Required Qualifications: (Specific to this faculty assignment)

1. Master's Degree in Mathematics, Mathematics Education or a related field.
2. College teaching or teaching adults preferred.

Performance Standards

The criteria for evaluation in this position include, but are not limited to, the following:

1. Supervisor or supervisor's designee performance feedback (teaching observation and/or student evaluation review).
2. Peer evaluation process.
3. Student evaluations.
4. Essential functions of the job description.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.