



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Special Term Faculty – English/Literature
<b>REPORTS TO:</b>	Associate Dean of the School of Business, Arts, Sciences and Technology
<b>CLASSIFICATION:</b>	Faculty
<b>FLSA Status:</b>	Exempt

### SUMMARY:

Full-time special term faculty member with primary responsibility to teach English Composition, Literature and Public Speaking courses in the CCBC High School Academy program. The secondary responsibility of this position is to teach English Composition, Literature and Public Speaking courses in support of Associate Degree programs. This special term appointment is fulltime for one year and may be extended up to two additional years.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases related duties may also be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School Academy – collaborate with the Dean, High School Academies and Dual Enrollment and respective High School Academy champion to effectively implement the High School Academy teaching model.
- Advises students.
- Assists in recruiting and retaining students.
- Collaborates with four-year educational partners and business & industry.
- Participates in various college and departmental duties.
- Supports student success by creating an optimum learning environment.
- Responds to student needs.
- Manages effective instructional activities.
- Develops courses.
- Models employability skills.
- Demonstrates professionalism.
- Develops cooperative work relationships with other faculty and staff.
- Supports college administrative requirements.

- Maintains competency in the field.
- Responsible for quality instruction and for effective participation and interest in the total affairs of the college.

**MINIMUM QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skills and abilities required to satisfactorily perform the essential duties and responsibilities.

**Required:**

Master’s degree in English or Literature. Post-secondary teaching experience at the community college level.

**Preferred:**

At least 18 graduate credits toward a doctorate in English or Literature.

**Knowledge, Skills and Abilities:**

- Knowledge of college policies and procedures.
- Knowledge and skill in a variety of computer usage and software.
- Excellent interpersonal skills and the ability to communicate effectively with a diverse professional, community, and student population.
- Ability to communicate and articulate concepts in an organized manner both verbally and in writing.
- Ability to work well as a team member in an instructional unit.

**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 walk for 8 – 10 hours. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms; and talk and hear. The employee is occasionally required to bend and squat. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

**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 regularly works in indoor conditions and regularly works near video displays. The employee regularly works evenings. The noise level in the work environment is usually moderate.

*Community College of Beaver County is an EEO employer and does not discriminate in its programs, activities, or employment on the basis of race, color, religion, sex, sexual orientation, disability, veteran’s status, age, or national origin. Women, Minorities and Veterans are encouraged to apply.*

**Special Term English Faculty  
May 2018**