JOB DESCRIPTION

TITLE: Instructor (Full-Time Faculty) Baccalaureate Supervision and Management Program

REPORTS TO: Dean of Workforce Development & Career and Technical Education

BASIC FUNCTION: Teaches courses as assigned by the Dean of Workforce Development & Career and Technical Education

CLASSIFICATION: Instructional Personnel

DUTIES AND RESPONSIBILITIES:

1. Teaches online and on campus classes for the Bachelor of Applied Science Degree in Supervision and Management (BAS-SM) program.

2. Responsible for instructional coverage of course objectives and student learning outcomes.

3. Writes, reviews, and updates course objectives, program objectives and student learning outcomes, as requested, and provides copies to the Dean of Workforce Development & Career and Technical Education.

4. Responds to the special needs of students with disabilities in the online classroom environment and interfaces with the Director of Student Accessibility Services to ensure that these needs are accommodated.

5. Conducts him/herself in the traditional, hybrid, and online classroom environment and on campus in such a way as to comply with equity regulations.

6. Provides students with course syllabus by utilizing the standard syllabus template and submits copies to the Dean of Workforce Development & Career and Technical Education.

7. Provides the Dean of Workforce Development & Career and Technical Education with copies of examinations, as requested.

8. Teaches a minimum of 15 classroom contact hours per week in accordance with District Board of Trustees Rule 6Hx19-3.07.
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9. Assists the Dean of Workforce Development & Career and Technical Education with instructional matters, and assists in the planning of curriculum, selection of textbooks and other course-related materials, programs, and adjunct College activities.

10. Schedules, posts, and maintains work hours in accordance with District Board of Trustees Rule, 6Hx19-2.30 and as approved by Dean of Workforce Development & Career and Technical Education.

11. Assists or advises in the registration process, as assigned.

12. Maintains and reports accurate class attendance records.

13. Refers students to student development staff and financial aid advisors as needed.

14. Attends and participates in meetings as a member of College councils/committees to which appointed.

15. Attends scheduled faculty and departmental/division meetings.

16. Participates in programs of in-service training, and programs of self-study and evaluation as may be required by the Dean of Workforce Development & Career and Technical Education.

17. Assists students having academic difficulty.

18. Stays current in his/her teaching field by attending in-service training sessions, conferences, seminars, or courses.

19. Adheres to recertification requirements, as outlined in District Board of Trustees Rule 6Hx19-2.551.

20. Maintains current professional certification and license, as applicable.

21. Performs other duties as assigned.
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MINIMUM QUALIFICATIONS:

Master’s degree in management, supervision, business administration, or related field is required. Doctorate in management, supervision, business administration or related field is preferred. Degree must be from a regionally-accredited institution. Appropriate credentials as required by Rules of the District Board of Trustees and contained in the Pasco-Hernando State College Faculty Credentials and Qualifications Manual.

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New: 8/26/13; 1/27/14; 2/7/19