

Southeastern Illinois College

BIOLOGY INSTRUCTOR

DIVISION: Mathematics and Science
SHIFT: Various
LOCATION: Main Campus
REPORTS: Dean of Academic Services
BOARD APPROVED: 2/23/2012
REVISION:

POSITION SUMMARY:

This is a full-time tenure track position primarily teaching responsibilities in biology.

ESSENTIAL RESPONSIBILITIES:

1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-time Instructors.
2. Teach BIOL 121 Introductory Biology and other biology courses as assigned.
3. Provide leadership, develop/facilitate the following activities and other content area related events in the mathematics and science division, including but not limited to Science Fairs, High School and Middle School Outreach/Recruitment, and other high school related assignments. This will involve occasional travel to area schools in the college district.
4. Work with the H.S. Dual Credit Coordinator and Recruiter to develop, offer and promote dual credit classes in the Mathematics and Science Division.
5. Maintain teaching load and office hours as required by the SICEA contract.
6. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Dean of Academic Services or the Vice President for Academic and Student Affairs.
7. Contribute to the over-all success of the Math and Science Division, including active engagement with student activities as assigned.
8. Participate and attend campus-wide activities.
9. Serve on college committees, as well as committees/panels external to the college as approved.
10. Be proficient in computer and instructional technology, and embrace the use of instructional technology in the classroom.
11. Online and hybrid course development and teaching is required.
12. Perform all other duties as assigned.

EDUCATION: Must possess a Master's Degree in Life Sciences

QUALIFICATIONS:

Understanding of and commitment to the community college philosophy; teaching experience at the college level; experience with online instruction; and experience with instructional technology are preferred.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Excellent organizational skills and the ability to communicate with others are essential along with the ability work under pressure and multi-task, while remaining detail oriented. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

COMMUNICATIONS SKILLS:

Excellent organizational, written and verbal communications, analytical, interpersonal skills, attention to details, and deadlines with excellent follow-up skills are needed to be successful in this position.

REASONING ABILITIES:

The ability to solve practical problems and deal with a variety of concrete variables in situations where standards are required and must be maintained is needed.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid driver's license is required.

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 position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is regularly required to stand, walk, and talk or hear. The employee is occasionally required to sit; use hands to fingers, handle, or feel objects, tools, or control; reach with hands and arms; climb or balance, stoop, kneel, or crouch.

The employee must occasionally lift and/or remove up to 25 pounds. Specific vision abilities required by this include distance vision, peripheral vision, and depth perception.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position.

Performing the duties of this position will require a professional attitude and proper office protocol at all times.