

# Southeastern Illinois College

---

---

## CHEMISTRY/BIOLOGY INSTRUCTOR

---

---

DIVISION: Mathematics, Science, and Technology  
SHIFT: Various  
LOCATION: Main Campus  
REPORTS: Executive Dean of Academic Services  
BOARD APPROVED: July 17, 2018

---

### POSITION SUMMARY:

This is a full-time tenure track position primarily teaching responsibilities in chemistry and biology as assigned.

### ESSENTIAL RESPONSIBILITIES:

1. Fulfill all duties of full-time instructors, as listed in the Board-approved Duties of Full-time Instructors.
2. Teach chemistry and 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, STEM events, 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, Science, and Technology Division.
5. Maintain teaching load and office hours as required by the SICEA contract.
6. Maintain and supervise a safe and well-organized laboratory.
7. Contribute to the overall well-being and vitality of the institution through the faithful discharge of all assignments and other duties assigned by the Executive Dean of Academic Services and/or the Vice President for Academic Affairs.
8. Contribute to the over-all success of the Math, Science, and Technology Division, including active engagement with student activities as assigned.
9. Participate in and attend campus-wide activities.
10. Serve on college committees, as well as committees/panels external to the college as approved.
11. Demonstrate proficiency in computer and instructional technology, and embrace the use of instructional technology in the classroom.
12. Develop and teach Online and hybrid courses as assigned.
13. Perform all other duties as assigned.

**EDUCATION:** Master's degree with at least 18 graduate credit hours in both chemistry and biology. Teaching experience, including experience with online instruction and instructional technology preferred.

### 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.