

**Job Description**  
**WESTERN OKLAHOMA STATE COLLEGE**

**Job Title:**                **Instructional Faculty – Biology**

**Qualifications**

**Education:** Master's Degree in Biology *preferred* with at least 18 graduate hours in the instructional area (BIOL); OR a Master's Degree in another discipline with a minimum of 18 graduate hours in biology (BIOL)

**Credentials:** Driver's license and acceptable driving record may be required for instructor; any other certificates required will be posted on job posting.

**Special Knowledge, Skill, or Ability:** Demonstrated instructional and advisement abilities. Must be able to use and demonstrate various equipment, tools, computerized programs, audio-visual equipment etc. within area of instruction.

**Training or Experience Required:** At least 3 years of teaching experience preferred

**Reports to: Division Director**

**Performance Expectations:** As an instructor the incumbent has the following: knowledge of subject matter; cares for and effectively assists students with special concerns; establishes syllabus with effective instructional objectives; encourages effective learning with proper teaching techniques; ensures students are acquiring skills and knowledge to apply principles, theories, and other learning; properly monitors student progress (grading, feedback, etc.), and provides environment to encourage independent thinking challenges for more motivated students; maintains proper classroom discipline.

Contributes to effectiveness/quality of college programs, including extracurricular programs; keeps accurate records, reports, etc. pursuant to college policy; actively supports and looks for ways to improve the quality of customer service; cooperates with other college personnel to improve the quality of education; when serving on committees, maintains an attitude of constructive, supportive behavioral feedback and input to improve the quality of service; continues to be involved in personal growth and development.

**Job Goal (Purpose of Position):** Performs responsible instructional level duties under limited supervision to teach the classes/labs assigned; prepares syllabi; schedules office hours to advise students; grades reports, tests, and progress; and advises the Director concerning textbooks, special equipment, supplies, or other needs. Attends meetings and participates in overall quality of program and college.

An incumbent in this position will utilize discretion, ingenuity and independent judgment due to the complexity of the job. Since there may be several ways to solve a problem, an incumbent is free to choose the solution.

**Contact with Others:** An incumbent in this position has regular contact by telephone or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alternative courses of action.

**Essential Job Functions/Performance Responsibilities:** Other than those included in the performance expectations:

1. Instructs classes/labs within area of specialty in the division according to acceptable academic standards. Studies material and prepares for lectures with necessary handouts and information to impart curriculum objectives.
2. Maintains proper discipline in class and on campus to further educational goals. Reports disciplinary infractions to proper sources.
3. Records attendance and ensures students comply with attendance requirements.
4. Administers written and practical tests and provides feedback to students relative to grades and other career or academic counseling/advisement.
5. Maintains up-to-date syllabi for courses to be taught. Such syllabi to contain objectives of course, course schedules, grading criteria, etc.
6. Maintains necessary office hours for student counseling and advisement. Maintains knowledge of academic requirements for graduation and assists students in career planning.
7. Updates curriculum and test materials; makes recommendations concerning textbooks, learning resources and other material; reviews and recommends other supplies and materials for instructional programs. Maintains proper records and accountability of supplies and equipment entrusted to care.
8. Attends faculty meetings, division meetings, and in-service meetings; may serve on various committees to provide constructive input to resolve problems.
9. Attends various college extracurricular activities within program area, commencement exercises, etc. as required.
10. Maintains expertise/competence in area of specialty by attending necessary conferences/seminars and/or schools as required. Reads and keeps current on latest technologies and requirements in the area of specialty and in the division's programs. Attends and contributes to the growth of the profession.

11. Assists with recruiting students; providing items of interest to the Office of Public Relations; and maintaining proper professional contacts with others outside of the college.
12. Performs computer work in the Learning Management System (LMS) and the Student Information System as needed.
13. Collects and analyzes assessment data at the course and program level. Utilizes data to improve program and institutional learning outcomes.
14. Performs other duties as required.

**Supervision exercised:** None

**Physical/Mental Requirements and Working Conditions:** Other than those physical/mental requirements included in the essential functions, employee must be able to communicate on the telephone, and in person. Must be able to use or demonstrate use of computers, office/lab machines, equipment, and instruments. Some minor lifting may be required of the position. May be required to assist with field trips and drive a vehicle.

**SALARY RANGE:**

**EVALUATION:** Performance of this job will be evaluated in accordance with Board policy.

**APPROVED:** 3.3.2023