



**Job Title: Faculty**

## **CLASSIFICATION DESCRIPTION**

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**Department: Faculty**  
**Pay Grade: N/A**  
**FLSA Status: Exempt**  
**Remote Work Eligible: No**

### **JOB SUMMARY**

This position provides instruction, coaching and student development services for the College, including in-person, in accordance with the terms of the collective bargaining agreement. In addition, this position assists the College in developing and maintaining a quality program of instruction, in providing service to the College, in scheduling students for labs, and in continuing professional development. This position may serve as a campus point person for academic issues, appeals, and complaints.

### **DISTINGUISHING CHARACTERISTICS**

N/A.

### **ESSENTIAL JOB FUNCTIONS**

- Delivers in-person classroom instruction in accordance with the terms of the collective bargaining agreement.
- Delivers online instruction complementary to required in-person instruction.
- Provides assistance, career advice, and coaching to students as needed, a minimum component of which must be in-person in accordance with the terms of the collective bargaining agreement.
- Supports the community college philosophy through commitment to success of students with diverse goals, backgrounds and learning styles.
- Designs, develops and delivers class curriculum to students; prepares, reviews, and updates courses for each term.
- Maintains a minimum level of courses required to teach each semester.
- Instructs students in accordance with College policies, procedures and approved curricula.
- Manages curriculum to meet state requirements; may periodically be requested to review course curricula for updates.
- Integrates traditional classroom education with technology; may use online learning management system.
- Manages and maintains supplies for any labs that may be associated with assigned courses.
- Attends SPC related events and meetings.

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- Fosters academic excellence in teaching and learning.
- Uses out-of-class duty hours effectively for class preparation, assisting students and participating in Department/College activities.
- Maintains office hours.
- Timely maintains and updates records such as grades and attendance; maintains other documents as required; and may maintain student records in various databases for students to receive credit and certifications by various organizations/state.
- May approve semester schedules, adjunct assignments, and textbook assignments for courses in assigned programs.
- May serve as Chair.
- Serves the College through any of the following: committee membership; curriculum development; development of innovative instruction; sponsorship of student organizations; representation of the College in professionally related community activities; and special projects.
- Supports College extracurricular functions
- May seek and submit grants.
- May assist in creating related videos, continuing educational programs, proctoring exams; conducting peer reviews; and/or providing advisory assistance.
- May serve as campus point person for all academic issues, appeals, and complaints pertaining to academic affairs; develops and maintains discipline and or campus schedule of classes in coordination with Provost, Deans, and Academic Chairs; and hires and supervises assigned adjuncts.
- Supports student recruitment and retention efforts.
- Participates in committees to choose textbooks, to review/rewrite curriculum, to share successful methods, and to give feedback for fellow colleagues' evaluations.
- Performs outreach activities for community and related industries as requested.
- Maintains currency in teaching field(s) through professional development and scholarly activities; completes required training programs of the College.
- Attends required meetings.
- Performs other duties as assigned.

### **MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS**

Master's degree related to teaching discipline; three (3) years of related experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **KNOWLEDGE, SKILLS AND ABILITIES**

#### Knowledge of:

- Managerial principles and practices;
- Academic program requirements;
- Learning styles;
- Online instructional techniques;
- Customer service principles;
- Presentation principles and practices;
- Diverse populations and cultures;
- Instructional technology; and
- Computers and related software applications.

#### Skills in:

- Managing time;
- Organizing;
- Planning;

- Evaluating;
- Coordinating;
- Resolving conflict;
- Solving problems;
- Developing and delivering presentations;
- Communicating, both verbally and in writing; and
- Using a computer and related software applications.

Ability to:

- Provide in-person instruction, counseling, and career advice in accordance with the terms of the collective bargaining agreement;
- Demonstrate a professional, cooperative and considerate attitude toward students, colleagues and staff;
- Work with a diverse group of people;
- Be objective; and
- Apply technology to the classroom experience.

**CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS**

Licenses or certifications required for assigned area (s) of instruction.

Teacher certification as required by the state for high school courses for the collegiate high school if applicable.

**PHYSICAL DEMANDS**

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

<b>Physical Activities</b>		<b>Physical Activities</b>	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.	<b>X</b>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	<b>X</b>
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<b>X</b>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<b>X</b>
Feeling – perceiving attributes of objects by touch with skin, fingertips.	<b>X</b>	Standing – for sustained periods of time.	
Fingering – picking, pinching, typing, working with fingers rather than hand.	<b>X</b>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.	<b>X</b>	Talking 1 – expressing ideas by spoken word.	<b>X</b>
Handling – picking, holding, or working with whole hand.	<b>X</b>	Talking 2 – shouting to be heard above ambient noise.	
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<b>X</b>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<b>X</b>

Hearing 2 – receive detailed information, make discrimination in sound.		Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	<u>X</u>
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	<u>X</u>
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	<u>X</u>

## **TYPE OF WORK**

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.
- Medium work*: Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work*: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work*: Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

## **WORK ENVIRONMENT**

May be required to work hours other than the regular schedule including nights and weekends.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.*

***St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.***