

WESTERN WYOMING COMMUNITY COLLEGE

POSITION DESCRIPTION

INSTRUCTOR/ASSISTANT PROFESSOR OF COMPOSITION

EXEMPTION STATUS:	EXEMPT
CLASSIFICATION STATUS:	COLUMN I/II
OCCUPATIONAL ACTIVITY STATUS:	INSTRUCTIONAL
SUPERVISION RECEIVED:	HUMANITIES CHAIR
SUPERVISION EXERCISED:	NONE
MONTH & YEAR PREPARED:	January 2012

EXPECTATIONS AND NATURE OF THE POSITION

The primary responsibility of this individual is to provide quality instruction to WWCC students enrolled in a variety of classes taught at the main campus in Rock Springs and at the Green River Center. Teaching an online course is common. This individual must be able to relate to a wide variety of students in the community college environment. This individual's responsibilities will include teaching courses in writing that integrate technology into the process.

Typical load is 30 credit hours per academic year; usually 5 courses per semester with an average class size of 25. Teaching loads, however, range from 28 to 32 credit hours for an academic year.

It is expected that this individual will accomplish assigned duties in an efficient, effective and competent manner, and strive for improvement and excellence in all work performed. Additionally, this individual must understand the comprehensive role of the community college and cooperate and work harmoniously with college personnel and the public. This individual must follow all college policies, rules, regulations and guidelines as they relate to this position.

PRIMARY DUTIES AND RESPONSIBILITIES FOR WHICH THIS INDIVIDUAL IS ACCOUNTABLE

1. Provides quality instruction to students in assigned courses, including, but not limited to Basic English, English Composition I, English Composition II, Technical Writing, Creative Writing, and an occasional literature or humanities; some of which will include use of technology, such as Internet, or in-class computers, as part of the course.
2. Provides quality learning experiences for all students in accordance with their needs and abilities while maintaining the basic integrity of the course's standards and objectives.
3. States clear objectives and criteria in each course syllabus; follows the Curriculum Committee's guidelines regarding course syllabi; integrates the appropriate College's learning goals into each course; and evaluates students' performance in light of these objectives and criteria.

4. Teaches courses in a variety of environments and modes as required. Examples include teaching in the evening, in Rock Springs and in Green River; teaching in the standard classroom and through alternative methods, such as Internet, or combinations of these methods.
5. Advises students clearly and effectively; learns the requirements for WWCC graduation and for transfer to other regional colleges and universities. Updates the advising information in the WWCC Advising Handbook related to his/her curricula at the University of Wyoming and other regional universities.
6. Recommends course schedules to the Division Chair; recruits and mentors adjunct instructors as assigned; prepares and updates course outlines; recommends new courses as needed.
7. Designs and implements effective learning processes for students; provides feedback on student improvement in attaining the College's Learning Goals.
8. Maintains an appropriate schedule of office hours that allows on-campus and distance education students to interact and ask questions.
9. Develops good working relationships with professionals in this discipline in the College's service area in order to solicit cooperation and support for curricular planning, recruitment, and other functions.
10. Assists the Chair in all divisional activities as requested including attending division meetings, and completing divisional duties and paperwork.
11. Stays current by attending conferences, seminars and workshops, and by reading appropriate professional literature.
12. Learns to communicate clearly and effectively using the college network system, including the e-mail system, word processing, and the advising modules; integrates learning with technology into the classroom as appropriate.
13. Assists in the College's student recruitment program by cooperating with the Director of Admissions, visiting area schools, encouraging students to attend WWCC, and promoting the value of the college; assists in updating the department's web pages.
14. Interacts with professionals in this discipline in the College's service area in order to solicit cooperation and support for curricular planning and other functions; Serves as a resource to the community by being willing to speak to groups, answer specific inquiries, assist with research projects and workshops, locate information and perform other related tasks.
15. Refers students to the resources in the College Learning Center, Peer Tutor Center, Smarthinking, Library, Career and Placement Services, and Student Development Center.
16. Assists in developing a well rounded, usable library collection in his/her discipline; teaches the proper use of library and Internet resources.
17. Assists part-time instructors to maintain quality instruction consistent with the expectations and standards of the full-time faculty, the division chair, and the Academic Dean; interacts with adjuncts assigned by the Chair via e-mail or phone; reviews applications of adjunct faculty.

18. Becomes familiar with the budgeting process of the college; assists with preparing annual and biennial budgets; and limits departmental expenditures to budgeted levels.
19. Maintains an inventory of all assigned equipment and supplies in office and other assigned areas; takes prudent efforts to safeguard WWCC physical resources from unauthorized use. Maintains safe working conditions and practices.

MINIMUM QUALIFICATIONS (Education, Experience, Knowledge, and Abilities,)

1. Graduation from a regionally accredited college or university with a Master's Degree in English, Rhetoric, Composition, Creative Writing or related field. Must have a minimum of 6 credits in composition/rhetoric or comparable training.
2. Two years of teaching experience at the freshman/sophomore level substantiated by excellent student evaluations and/or letters of recommendations.
3. Comprehensive knowledge of the concepts, technologies, principles and practices of the teaching of writing on a post secondary level.
4. Ability to establish and maintain effective working relationships with students, staff and administrators.
5. Ability to exercise sound judgment in all facets of the student-teacher relationship and to teach a diverse group of community college students.
6. Demonstrated effective verbal and written communication skills.
7. Evidence of continued professional development.

PREFERRED ADDITIONAL QUALIFICATIONS (Knowledge, Abilities, Education and Experience)

1. Strong background, including teaching experience and course work in technical writing.
2. Ability to adapt, succeed in and enjoy the small-town community and the high-desert environment of southwestern Wyoming.
3. Experience using active approaches to learning; experience using alternative methods of learning, such as interactive software, Internet, or individualized modular programs.
4. Active participation in relevant professional organizations.
5. Demonstrated teaching excellence at a community college.

REVIEW AND APPROVALS

VICE PRESIDENT

DATE

HUMAN RESOURCES OFFICE

DATE

PRESIDENT

DATE