CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Description

Biology Instructor

CLTCC seeks a well-qualified, highly motivated individual to fill the full-time, nine-month position of Instructor of Biology. Reporting to the Vice Chancellor of Academics and Institutional Research, the CLTCC Mathematics Instructor provides quality learning opportunities that assist students in meeting their educational goals and career aspirations. This individual has responsibility for teaching and learning, curriculum development, advising, professional development, institutional service, and community relations.

**Duties and Responsibilities:**

- Exhibits an uncompromising commitment to CLTCC as a learning-centered college through the College’s mission, vision, values, core skills and learning outcomes, and delivery of instruction and services.
- Develops learning strategies and curriculum that will promote successful teaching and learning in a learning-centered environment.
- Facilitates learning through classroom activities, distance learning experiences, and out-of-classroom activities.
- Actively participates in continuous improvement planning through the assessment of learning outcomes at the course and department levels.
- Selects and use appropriate learning materials and resources, including textbooks, Open Educational Resources, library resources, equipment, and supplies to enhance learning and to maintain program currency.
- Stays current with developments in the field of technology and learning theory.
- Demonstrates high-level professionalism in developing and/or implementing long- and short-range plans in accordance with the philosophy of a learning-centered college.
- Participates in institutional, and program/instruction committees, campus activities, and representation of the college in the community.
- Develops strong partnerships with appropriate community stakeholders in support of department and college improvement.
- Participates in department reviews, conducts research and surveys, and prepares updates, reports, and plans.
- Continues professional development for the improvement of self and the department to meet the needs of a learning-centered college.
- Maintains current licensure, certification, or other professional credentials required for the position.
- Provides accessibility to students and colleagues as expected in a learning-centered college.
- Accepts teaching assignments scheduled during the day, evening, weekends, or online.
- Participates in student recruitment, retention, advising, and registration activities.
- Performs other duties as assigned by the immediate supervisor or the Vice Chancellor of Academic Affairs and Institutional Research.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

**Required Qualifications:**

- Master’s degree or above in biology or related field or a master’s degree or above with a minimum of 18 graduate semester hours in biology.
- Previous teaching experience.
- Ability to communicate effectively both orally and in writing.
- Working knowledge/utilization of word processing, spreadsheet, and presentation software applications.

**Preferred Qualifications:**

- Minimum of the equivalent of one academic year of full-time teaching experience at the community college level or above.
- Familiarity with a course management system such as Canvas.
- Knowledge and/or experience with learning outcomes assessment.
- Demonstrated innovation within the field of education and/or technology.
- Evidence of effective problem-solving, critical thinking, and decision-making skills.
- Evidence of a career that includes a strong work ethic with a proven track record of project completion, multi-tasking, and the ability to handle high-pressure environments.
- Evidence of a willingness to accept responsibility for professional and personal growth.
Compensation:
Compensation commensurate with education and work experience.

Application Instructions:
- A cover letter of no more than two pages indicating how the qualifications and employment standards listed in this position announcement are met.
- A detailed résumé that summarizes educational preparation and professional experience for the position.
- Candidates selected for an interview must provide:
  - College and university transcripts showing the awarded/conferred degree to meet required educational qualifications. Unofficial transcripts are acceptable at the time of application.
  - Three letters of recommendation are required. To honor applicant confidentiality, a letter of recommendation from your current immediate supervisor is not required.
  - The names, home and cell telephone numbers, and e-mail addresses of three references. Applicants will be notified before references are contacted.
- The selected candidate will be required to undergo a background check

Submit documents to:

Yalandataylor@cltcc.edu

Open until filled

Central Louisiana Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Central Louisiana Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, religion, age, disability, marital status, veteran status or sexual orientation in admission to participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator/ADA/Section 504 Coordinator:
(318) 487-5443
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Alexandria, LA 71302