Position: Faculty, Mathematics

GENERAL DESCRIPTION:
The Faculty, Mathematics position is a full-time, 10-month Faculty position. This position is an instructional position with duties and responsibilities which are established in accordance with State Board of Education Rules and Board of Trustee policies. Teaching assignment will include developmental and college entry level mathematics courses, college level courses, as well as providing tutoring services to enable students to better master basic math skills, engage in mathematics problem solving, and to think critically and analytically. Hours will vary according to class schedules. Faculty maintains a 35-hour week. This position reports to the Dean, Arts and Sciences.

ESSENTIAL JOB DUTIES:
1. Plans, organizes and instructs assigned courses to promote student success.
2. Maintains required office hours to provide assistance to students and communication with administration.
3. Responsible for evaluating student learning and objective achievement and providing feedback.
4. Selects appropriate materials and equipment for discipline or program use, and ensures proper care and safety in their use.
5. Assists the Department Head with the Math Lab, including tutoring and maintenance of lab.
6. Monitors students’ progress and provides additional testing or academic counseling in mathematics whenever possible.
7. Coordinates with other math instructors regarding students who are not making satisfactory progress and need assistance in math to design an effective program of remediation.
8. Assists Department Head with maintaining and upgrading the computer math software.
9. Assists in providing security and management of the math lab.
10. Adheres to and enforces the administrative policies and procedures of the College.
11. Works with other Faculty to evaluate and revise existing courses and to develop new courses.
12. Assists in implementing College policies, objectives and functions in accordance with the College Mission Statement.
13. Participates and assists with SACS accreditation efforts as assigned by supervisor.
14. Participates in Institutional Planning and Budget process.
15. Responsible for keeping current in the discipline or program areas taught.
16. Participates in staff and committee work.
17. Attends College-wide academic and staff meetings and academic official functions.
18. Maintains good relationships with community agencies and groups and participates as appropriate.
19. Assists in all College recruitment & retention efforts as appropriate.
20. Attends spring Graduation/Commencement ceremony.
21. Additional duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required.)

KNOWLEDGE, ABILITIES AND SKILLS:
• Ability to deliver high quality instruction in a range of math courses.
• Ability to commit to continued effort to stay current in program area.
• Knowledge of College mission, policies, procedures and services.
• Strong student orientation and ability to work with a diverse student population.
• Proficient in use of technology (computers and Texas Instrument graphic calculators).
• Ability to manage programs and resources effectively.
• Ability to plan, budget, and evaluate activities.
• Ability to relate successfully to faculty, staff, students and the community.
• Excellent oral and written communication skills.
• Ability to handle multiple projects simultaneously.

EDUCATION and QUALIFICATIONS:
• Master's degree in discipline or Master's degree in any field with 18 graduate semester hours of prefix specific coursework in field.
• Doctorate preferred.
• Three (3) years teaching experience at the community college level or higher is preferred.
• Three (3) years work experience in field is preferred.
• Understanding and commitment to Equal Access/Equal Opportunity.
• Experience with or willingness to develop distance-learning classes.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:
• None

ESSENTIAL PHYSICAL SKILLS:
• Ability to stand or sit for extended periods of time and to present oral lectures and demonstrations.

ENVIRONMENTAL CONDITIONS:
• Works inside in an office environment.
  (Reasonable accommodations will be made for qualified individuals with a disability.)

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SALARY: Level III (Mater’s Highly Technical) - $54,825 - $60,308
CLOSE DATE: Open Until Filled
TO APPLY: Submit all materials electronically to hr@fkcc.edu

Employment Consideration Requirement: Completed FKCC Application Form, Cover Letter, Resume, Official Post-Secondary Transcripts (Copies Acceptable, if applicable) and three letters of reference (signed).

Florida Keys Community College is an equal access/equal opportunity institution. Discrimination/harassment on the basis of color, race, ethnicity, genetic information, sexual orientation, religion, gender, age, national origin, marital status or disability in admission to, or employment in, its education programs or activities is prohibited. Please report any form of discrimination/harassment immediately to the College’s Equity Coordinator:

Lori Kelly
Director of Learning Resources and Student Success
5901 College Road
Office A205A
Key West, Florida, 33040
(305) 809-3501

Or to the Office for Civil Rights of the U.S. Department of Education.