

POSITION DESCRIPTION
FULL-TIME FACULTY
EARLY CHILDHOOD/ELEMENTARY EDUCATION
11-month position-July 1st – June 1st

DEPARTMENT: Academic Services

SALARY RANGE: \$40,000-\$45,000

FUNCTION: To provide quality instruction and academic advisement to all students enrolled at Clinton College. Full Time Professors/Instructors are to motivate each student to participate in all class activities so that he or she may achieve their maximum potential.

REPORTS TO: Division Chair of Education

MAJOR DUTIES/RESPONSIBILITIES:

- Keeps accurate records of all student grades, attendance, and other required reports.
- Demonstrate fair and impartial evaluations for all students enrolled in course(s).
- Prepares and maintains all final grade reports for students.
- Meets scheduled classes.
- Prepares a syllabus for each class annually.
- Distributes syllabus to students on the first day of class.
- Participates in the Faculty Council.
- Mentors and advises students.
- Participates in academic committees.
- Carries out special assignments that are requested by the Division Chair of Business.
- Identifies and provides any special needs or accommodation required by students.
- Ability to provide direction to students.
- Deliver learner-centered instruction through online delivery mechanisms (i.e. discussion boards, office hours, small group sessions, asynchronous sessions, etc.)

Academic Responsibilities:

TEACHING (30--50%)

Teaching is a primary responsibility for full-time faculty. Didactic lectures may be taught on campus or through distance learning technology (Brightspace). Teaching responsibilities are at the discretion of the Division Chair.

SERVICE (20--40%)

Service is the second area of primary responsibility for full-time faculty. Specific in general, responsibilities include:

- Serving as a member of academic committees.
- Participation in Fall Convocation, Founders Day, Honors Convocation, Baccalaureate and Commencement ceremonies.
- Participation in Local, State and National Professional Organizations.
- Provision of Community and Campus service.

Scholarship (20--50%)

Academic Services relies upon full-time faculty to support the Division with extramural funding and create national and international recognition for scholarship at the institution. The division does expect that individual faculty will pursue the discovery, integration, and application of knowledge as well as try innovative teaching techniques in the classroom. It is also expected that full-time faculty will aggressively pursue extramural funding for scholarly activities as well as publish in peer reviewed journals. Examples of desired Scholarly activities include.

- Invited research symposia at State, Regional, National, or international meetings.
- Poster presentations at State, Regional, National, or international meetings
- Podium Presentations at State, Regional, National, or international meetings
- Peer--reviewed publication of
- Book reviews
- Letters to the editor
- Case--report or case--series publications
- Review or systematic review articles
- Original research articles
- Book Chapters
- Books
- Serving as a manuscript or book reviewer for peer reviewed publication
- Pursuing and/or obtaining extramural funding for scholarly activities.

MINIMUM EDUCATION REQUIRED:

- A master's degree from an accredited institution requires 18 credit hours in graduate courses related to the subject matter if the master's is not in the subject matter taught, or equivalent professional experience.
- Demonstrated expertise in the teaching field through evidence such as national or international awards, publications in professional journals, competitive grants, certifications, licenses, or other outstanding professional recognition.
- A doctoral degree from an accredited institution is preferred.

MINIMUM QUALIFICATIONS/SKILLS:

- Strong interpersonal skills with students

- Ability to work as part of a team.
- Poise and ability to act calmly and competently in high-pressure, high stress situations.
- Teach the assigned course in accordance with learning objectives and session plan outlines.
- Proficient in Microsoft Office and other computer software/databases
- Detail-oriented with strong organizational skills
- Work experience in or related field.
- Experience working on and maintaining computer equipment.
- Strong analytical and problem-solving skills.
- The ability to multitask.
- Industry-related experience

Additional Information:

Employment at Clinton College is contingent upon a background check that is satisfactory to the College. Failure to provide written authorization for a background check will nullify the offer of employment. Candidate must be fully vaccinated and boosted.

- **The position is on-site.**

Application Instructions:

Applications should include a resume, transcripts, and teaching philosophy must be sent, preferably in PDF format, to humanresources@clintoncollege.edu. **Official transcripts will be required if hired.** The subject line of the email should read "Early Childhood/Elementary Education Full-Time Faculty." The process will continue until the position is filled.

Clinton College provides equal access to employment opportunities for all applicants, regardless of race, color, creed, religion, national origin, gender, sexual orientation, gender identity, gender expression, genetic information, marital status, age, disability, or veteran status in compliance with all applicable laws, regulations, and policies.