

Sisseton Wahpeton College

TITLE: **Science Instructor**
REPORTS TO: Science Program Director
SALARY: D.O.E.
TOUR OF DUTY: Generally 8:00 a.m. to 4:30 p.m., M-F, but may require some evenings

Summary

Faculty members perform instruction-related duties and responsibilities in accordance with the mission statement and policies, and procedures of the College. The candidate will be responsible for instructing assigned science courses and advising students. Develops and follows class syllabuses. Develops and evaluates the effectiveness of class presentations.

Responsibilities/Duties

1. Develops course instruction and for each class in accordance with the academic catalog.
2. Develops tests and visual aids
3. Participate in instructor evaluation, assessment of student academic achievement and demonstrate modification of teaching techniques in accordance with assessment feedback.
4. Incorporates Dakota culture in science courses.
5. Develops in-house programs and practices to identify developmental needs
6. Post and maintains office hours as specified in current Faculty Handbook.
7. Maintain an awareness of new instructional technology and advances in teaching and learning theory, and apply where appropriate.
8. Complies with all College, Tribal, and Federal policies, regulations and laws that govern the College.
9. Attend and participate in professional development workshops.
10. Participates on College committees and in faculty/staff meetings.
11. May be required to assist with events such as, but not limited to recruitment of students in science and science enrichment activities for 3rd through 12th grades
12. Performs other duties as assigned.

Education

- Master's Degree in Science
- Previous teaching experience

Minimum Qualifications

- Planning, organizational, and time management skills.
- Ability to work as a team player.
- Proficient with office software, Microsoft Word, Excel, PowerPoint, etc.
- Proficient with office machinery.

Other

- Must have excellent verbal and written communication skills to coordinate with other departments, answer public inquiries, and interact with significant and influential individuals.
- Ability to maintain high levels of confidentiality
- Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft related, dishonest and unethical behavior.
- Works with minimal supervision. Demonstrates responsible behavior and attention to detail.