



## **SCHENECTADY COUNTY COMMUNITY COLLEGE**

### **POSITION DESCRIPTION**

#### **TITLE: ENGLISH/DEVELOPMENTAL ENGLISH FACULTY**

#### **FUNCTION OF THE POSITION:**

The teaching assignment will include 15 credit-hours per semester of courses including college composition, literature and developmental reading and writing. Other responsibilities include academic advisement, assessment, course development, and collaboration across disciplines. This is a 10-month position that reports directly to the Dean of Liberal Arts.

#### **SPECIFIC RESPONSIBILITIES:**

- Teaching a full-time course load in college composition, cultural literature, and developmental reading and writing
- Providing academic advisement to students
- Providing expertise in bridging the student learning outcomes and standards between developmental and credit-bearing courses.
- Holding office hours for students on the SCCC campus and the Center City site
- Preparing and administering assessment instruments
- Developing and revising courses to establish a diverse set of cultural literature courses
- Participating in division activities, to include but not limited to program review and assessment
- Serving on College committees
- Performing other duties as assigned

#### **MINIMUM QUALIFICATIONS:**

- A Master's Degree in English or a Bachelor's Degree in English with a Master's in a related field and 18 credit hours in the discipline
- Community college teaching experience in composition, literature and developmental English is required
- Experience working with diverse populations is strongly preferred

#### **REPORTING RESPONSIBILITY:**

The English/Developmental English Faculty will report to the Dean of Liberal Arts.

**Date:** January 2012