

# ILLINOIS EASTERN COMMUNITY COLLEGES

## JOB DESCRIPTION

Position Title: Teaching Personnel

Effective Date: 10-29-04

Department: Various

Reports to: Dean of the College, Dean of Instruction, Associate Dean of Nursing & Allied Health

### College:

- FCC
- LTC
- OCC
- WVC
- WED
- DO

### Status:

- Full-time
- Full-time Modified
- Part-time
- Special Assignment
- Exempt
- Non-Exempt

### Employment Classification:

- Administrative
- Professional/Non-Faculty
- Faculty
- Technical
- Clerical/Secretarial
- Maintenance/Custodial
- Student/Non-Work Study

### Minimum Qualifications:

### Job Duties:

Design and effectively use learning systems, which include the identification of:

- a. Student characteristics
- b. Knowledge essential to the subject being taught
- c. Skills essential to the processes being taught
- d. Attitudes required by individuals succeeding in the subject matter being taught
- e. Instructional objectives and student learning outcomes
- f. Technology required for effective teaching
- g. Course content sequence schedules
- h. Evaluation procedures
- i. Assessment procedures at classroom, course, program, and institutional level

Cooperate with program coordinators, directors, deans, and appropriate administrative staff in monitoring curriculum, preparation of course outlines, selection of printed and non-printed instructional materials and development of grant proposals.

Assist students with the educational program by:

- a. Advising students concerning degree or certificate program requirements
- b. Maintaining accurate files on advisees as required by Student Services
- c. Providing advisees with current information concerning educational and occupational opportunities
- d. Referring students to sources of specialized services available in the college or from community agencies
- e. Providing extra services to students with special needs
- f. Sponsoring and attending authorized college activities

Maintain and further develop a high level of professional ethics and actions by contributing positively to the organizational environment and:

- a. Participating in college staff development activities
- b. Attending scheduled faculty meetings and serving on college committees as necessary
- c. Supporting professional organizations associated with content specialty
- d. Protecting the privacy of students and their records
- e. Identifying the potential of each student and promoting their success
- f. Observing scheduled office hours
- g. Participating in community organizations to improve quality of community life
- h. Keep course syllabi updated and current.


Provide administrative services by:

- a. Assisting with pre-registration procedures
- b. Submitting reports in an accurate and timely fashion
- c. Observing and enforcing the regulations, policies, and programs of the college
- d. Maintaining an inventory of assigned equipment and supplies
- e. Assisting with the organization and meetings of advisory committees related to content specialty
- f. Assisting with the supervision of part-time instructors assigned to teach courses in the content specialty of the instructor
- g. Participating in student recruitment activities

  
Dir. of Human Resources

10/29/04

Date

  
Chief Executive Officer

11/2/04

Date