

JOB DESCRIPTION



Position Title: Instructor of Sociology

Division: Math and Sciences

Employment Category: Faculty

Primary Location: District-wide
Based on the Douglas Campus

FLSA Classification: Exempt
Remote Work Eligible: No

Parameters: Full-Time; Academic Year

Pay Grade: Faculty

Position Summary: The Instructor of Sociology is responsible for the instruction of Sociology and related courses for majors and non-majors and will be expected to teach classes district-wide as needed. Full time faculty members are professional educators with the primary responsibility of providing a quality instruction for students and performing instructional duties and responsibilities in accordance with the philosophy, mission, policies, and procedures of the college.

Essential Functions: As defined under the Americans with Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. This list is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

Duties and Responsibilities: Within the scope of college policies and procedures, this position:

Teaches assigned Sociology courses and maintains written instructional standards; facilitates instruction using alternative delivery methods as needed; informs students in writing of instructional standards; posts and maintains office hours; participates in the assessment of student learning outcomes; establishes, maintains, and submits accurate student and instructional records in a timely manner

Develops new courses, curriculum, instructional materials, and evaluation tools; reviews and updates course outlines, textbooks, and course procedure sheets for Sociology courses; assists with the preparation of course proposals, curriculum updates, and the construction of degree/certificate programs

Applies and maintains standards of quality operating methods, processes, systems, and procedures; implements changes as necessary to maintain a successful Sociology program; integrates knowledge of industry trends and professional training to continuously improve program quality

Participates in Sociology course scheduling, department, division, and college meetings; serves on college committees as assigned

Performs other related duties as assigned

General Expectations: Employees are expected to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, employees must understand the comprehensive role of the community college and cooperate and work harmoniously with students, faculty and staff, and the public. Employees will follow all college policies, rules, regulations and guidelines as they relate to this position.

Education and Experience Requirements:

Master's degree in Sociology from an institution accredited by an institutional accrediting body of higher learning recognized by the US Department of Education, or any Master's degree plus 18 graduate units in Sociology

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Arizona or state issued driver's license and ability to obtain and maintain insurance coverage under the college motor vehicle insurance plan

Preferred Qualifications:

Three years of related professional experience

Successful teaching experience, preferably at a community college

Knowledge, Skills and Abilities:

Knowledge of and ability to follow college policies and procedures

Knowledge of trends, developments, new technologies affecting the sociology program

Knowledge of curriculum and program development

Knowledge of public relations/marketing practices and methods

Skill in current technologies and word processing, database, presentation, and spreadsheet software, specifically Microsoft Office applications

Skill in instructing students from diverse cultures and/or backgrounds

Skill in using authentic assessment to evaluate students' needs and progress

Skill in integrating technology into curriculum and other educational services

Ability to relate to a diverse population and to maintain composure when faced with difficult situations

Ability to organize, prioritize, and follow multiple tasks through to completion with attention to detail

Ability to work independently while contributing to a team environment

Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner

Ability to effectively identify and resolve problems and to maintain strict confidentiality related to sensitive information

Ability to analyze problems, identify solutions, and take appropriate action to resolve problems using independent judgment and decision-making processes

Ability to establish and maintain effective working relationships with other department staff, faculty, students, and the public

Work Environment: Work is primarily performed under general supervision. Instructors perform instructional duties in various modalities, including face-to-face, live streaming, and online. Incumbent generally performs work in a typical classroom or office setting with appropriate climate controls.

Physical Requirements: Essential functions of this position require: lifting, manual dexterity, and the ability to communicate.

Light Work: Exerting up to 20 pounds of force frequently lifting or carrying objects weighing up to 10 pounds requires a good deal of walking or standing
Mental Application: Utilizes memory for details, verbal instructions, emotional stability, critical thinking, adaptability, and creative problem-solving skills are important

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Reports To: Dean Math and Sciences

Disclaimer: The above statements describe the general nature, level, and type of work performed by the incumbent(s) assigned to this classification. They are not intended to be an exhaustive list of all responsibilities, demands, and skills required of personnel so classified. Job descriptions are not intended to and do not imply or create any employment, compensation, or contract rights to any person or persons. Management reserves the right to add, delete, or modify any and/or all provisions of this description at any time as needed without notice. This job description supersedes earlier versions.