

**DAWSON COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE:	Instructor – Mathematics
DIVISION:	Academic Affairs
DEPARTMENT:	Transfer
STATUS:	Full-time, tenure-track faculty
SUPERVISION RECEIVED:	Dean of Academics
SUPERVISION EXERCISED:	Students, Student Workers, Work-study Students

SUMMARY OF WORK:

SPONSORSHIP IS NOT AVAILABLE FOR THIS POSITION.

Dawson Community College invites qualified candidates to apply for a full-time, tenure-track faculty position within our Mathematics Transfer Department. This full-time faculty position is responsible for collaboration within the Mathematics Department for program development and improvement, student recruitment, dual enrollment, and articulation.

This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students. This candidate must have the ability to teach both mathematics and statistics.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, professionalism, and caring regard. We adhere to the highest ethical standards in the fulfillment of our jobs, honor the College and university policies and procedures, and promote the educational objectives of the institution. Respect creates an atmosphere conducive to learning. Respect, in this sense, is a minimum threshold for our interactions with each other. A higher threshold is a “caring regard” for the people with whom we work.

Professionalism at DCC includes being mindful of our actions when working with students, colleagues, co-workers, and our community members. Respect and “caring regard” for those with whom we share the common purpose of serving students is a paramount value. Professionalism and respect for others are expected parts of DCC job performance.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Provide instruction for courses at a variety of times.
- Demonstrate a commitment to student engagement, student success, and instructional excellence.
- Maintain access to students through posted office hours and electronic communication.
- Maintain current knowledge of effective teaching methodologies and utilize a variety of instructional delivery methods, classroom media, and educational resources.
- Review program curriculum and develop/adjust educational courses based on need and use the Institutional Effectiveness System for appropriate approvals.
- Prepare and utilize a course syllabus and assessments for each course using guidelines established by the institution and revise program goals/outcomes on an as-needed basis.
- Collect and analyze program data; enrollment, graduation rates, employment, etc. for the purpose of program review.

- Ability to teach math courses such as College Algebra, Contemporary Math, Technical Math, Statistics, Math for Elementary and K-8 teachers, Calculus I and II, and other freshman and sophomore-level classes.
- Develop and update articulation agreements.
- Recommend and coordinate provisions for textbooks and course/lab materials.
- Receive semester course evaluations for each course.
- Participate in regular professional development to improve teaching methods, remain current in educational trends, maintain contacts in the field, etc.
- Supervise and facilitate internship experiences, and student observations and encourage overall student professional development opportunities.
- Work with the Dean of Academics to provide input into the budget process, assure adequate resources are available, and recommend needed equipment and supplies for the program.
- Represent the Mathematics Program in the community and during campus events, and serve on appropriate committees.
- Demonstrate a positive and professional relationship with students, colleagues, alumni, administration, and the community.
- Ensure congruence of program policies and procedures with those of Dawson Community College.
- Ensure compliance with regulatory bodies including but not limited to the Board of Trustees, Board of Regents, and Northwest Accreditation.
- Perform other related duties as the Dean of Academics may assign for the good of the College.
- Fulfill the obligations of a Campus Security Authority (CSA) as defined by the Clery Act. (A Campus Security Authority (CSA) is an individual, who by virtue of their college responsibilities and under the Clery Act, may receive and is required to report any criminal incidents brought to their attention to the Dean of Student Success so that they may be included and published in the college's Annual Security Report. CSA's are required to complete training on appropriately handling reporting crimes, victim relations and support, and related school policies.)

PERFORMANCE STANDARDS

DCC values professionalism in its employees. The following attributes and behaviors are identified as examples of what is expected of an employee:

CORE COMPETENCIES:

- Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal effectively with frequent change, delays, or unexpected events.
- Attendance - Is consistently at work and on time.
- Business Acumen - Understands basic business practices.
- Change Management - Communicates changes effectively.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Participates in meetings.
- Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.
- Cost Consciousness - Works within approved budget; Develops and implements cost-saving measures; Contributes to profits and revenue; Conserves organizational resources.
- Customer Service - Manages difficult or emotional customer situations; Responds promptly to customer needs; Meets commitments.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Sets expectations and monitors delegated activities.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments.

- Initiative - Seeks increased responsibilities; Takes independent action.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Managing People - Includes staff planning, decision-making, facilitating and process improvement; Makes self-available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes, product and services.
- Organizational Support - Follows policies and procedures; Completes administrative tasks correctly and on time; supports organization's goals and values.
- Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Organizes or schedules other people and their tasks.
- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions.
- Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments. Dresses appropriately for the workplace with frequent customer service interactions. Supports and promotes a positive image of Dawson Community College.
- Quality Management - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- Quantity - Meets productivity Standards; Completes work in timely manner; Strives to increase productivity; Works effectively.
- Safety and Security - Observes safety and security procedures; Uses equipment and materials properly.
- Strategic Thinking - Develops strategies to achieve organizational goals; Adapts strategy to changing conditions.
- Inclusion – Provides an environment that is inclusive of all students and supports underrepresented students.
- Assessment – Assesses annual performance and works closely with the enrollment management team.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform essential functions.

Required Qualifications:

- Master's Degree or higher in Mathematics, Math Education, or a closely-related discipline, with a minimum of nine (9) graduate-level credits in Mathematics. All coursework must be from an accredited college or university.
- Communicate effectively and build strong relationships with local high schools, industry, and community organizations.
- Work independently, while also communicating with internal and external partners.

Preferred Qualifications:

- Teaching Experience at the secondary or postsecondary level
- Online teaching experience using Moodle or another LMS
- Nine (9) graduate-level credits in an additional, related discipline: e.g. Statistics, Engineering, Physics, Computer Science, Economics, etc.
- Ph.D.

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application
- Current resume
- Cover Letter
- Copies of college transcripts (original transcripts required, if hired)

- Three professional references (names, email addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

Human Resources Department
hr@dawson.edu
406-377-9430

This institution is an equal opportunity provider.

The College has reviewed this job description to ensure that essential functions and basic duties have been included. It provides guidelines for job expectations and the employee's ability to perform the position described. It is not an exhaustive list of all functions, responsibilities, skills and abilities. Supervisors may assign additional functions and requirements. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work.

Nondiscrimination Policy: Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services. Employees who engage in such unlawful discrimination will be subject to disciplinary action up to and including discharge.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning any of these matters for students should be brought to the attention of:

Josh Engle, Title IX Coordinator. Telephone: (406) 377-9491. Email: jengle@dawson.edu . Mailing Address: 300 College Drive, Glendive, MT 59330

Virginia Boysun, Registrar, Veteran's Coordinator. Telephone: (406) 377-9404. Email: vboysun@dawson.edu. Mailing address: 300 College Drive, Glendive, MT 59330.

Matt Hull, Dean of Academic Affairs. Telephone: (406) 377-9434. Email: mhull@dawson.edu Mailing address: 300 College Drive, Glendive, MT 59330.

DCC's Annual Security Report and Fire Safety Report provides info about reporting crime, crime statistics, crime prevention, alcohol and drug policies, fire statistics, etc., is available at <https://www.dawson.edu/about/campus-security.html/title/annual-campus-security-and-fire-safety-report>. You may request a paper copy through the President's Office at (406)377-9401.

REVIEWED BY (SUPERVISOR SIGNATURE) _____ DATE: _____

REVIEWED BY (EMPLOYEE SIGNATURE): _____ DATE: _____

