

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

TITLE: Professor/History

DIVISION: Social Sciences, Health and Public Services

DEPARTMENT: History

SECURITY SENSITIVE: Yes

JOB TITLE CODE: 3500

FLSA STATUS: Exempt

FUNCTION: Teach courses in accordance with the schedule of classes and follow the approved course descriptions and syllabi established by the Division faculty and administered by the Dean. Teaching assignments may be on one or more of the college's campuses or offsite locations and may include concurrent enrollment, distance education, evening and weekend programs, online instruction and other instructional modalities. Non-teaching assignments include instructional development, academic advising and assisting students, registration assignments, participating in college-wide activities and task forces, and other appropriate responsibilities. These responsibilities may be scheduled within the flexible 170-day faculty calendar .

REPORTS TO: Dean of Social Sciences, Health and Public Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES

Essential Job Functions

Instructional:

Teach assigned courses in accordance with the course syllabus and college policy.

Continue to update and revise course content and teaching methodology in order to maintain currency and relevance.

Maintain familiarity with current texts, materials, teaching aids and techniques relative to courses within the discipline and recommend their adoption when appropriate.

Actively seek ways to improve instruction.

Provide advice and/or assistance to associate faculty in regard to course content and instructional materials.

Post and observe a minimum of six office hours per week for purposes of academic advising and student consultation. Hold office hours at times which will be most convenient for students. Meet with students as needed by appointment.

Advise and assist students during the ongoing registration process.

Maintain general knowledge of degree requirements, programs and course transfer information.

Institutional Service:

Actively participate in discipline, division and college-wide task forces and committees for an average of two hours per week.

Attend scheduled discipline, division and college-wide meetings.

Actively participate in assisting the college to maintain standards required for accreditation.

Perform registration tasks determined in consultation with the division dean.

Participate in full regalia in official graduation ceremonies.

Work with LRC staff in the selection of print and non-print materials in the overall collection development of the LRC.

Perform other duties as determined in consultation with the division dean.

Work with the LRC staff in the selection of print, and non-print materials in the overall collection, development of the LRC.

Perform other duties as determined in consultation with the division dean.

Professional Growth and Development:

Establish annual objectives mutually determined with the division dean, including personal and professional growth plans.

Maintain state-of-the-art knowledge and competence in the appropriate academic disciplines.

Contribute to and participate in staff development programs.

Participate in community activities and services.

Perform additional duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Thorough knowledge of History.

Ability to use applicable software and hardware, if any.

Oral and written communication skills to support effective interaction with students, faculty, staff, administrators and the general public.

Skill(s) in History along with flexibility, resourcefulness, and persistence.

Knowledge of current developments in related fields of specialization with the ability to keep up-to-date on changes in policies and procedures to maintain current working knowledge.

Knowledge of learning theory--motivational, perceptual, and emotional forces present in the learning process and the conditions which affect individual learning and change.

Knowledge of time management techniques.

Organization skills to effectively plan work activities, schedules, priorities and utilization of resources.

Ability to contribute to the team efforts of the department.

Ability to deal in a fair and courteous manner with a variety of individuals.

Ability to provide feedback, support, and encouragement to students.

Ability to create an atmosphere of mutual trust.

Ability to effectively convey ideas to others in a group or one-on-one situation.

Skill to research information, identify relevant facts, and derive logical conclusions.

Skill to identify goals and develop strategic plans for achieving goals.

Ability to follow an activity, project, or plan of action from its inception through implementation without losing control or perspective.

Ability to record and maintain proper records.

Ability to meet deadlines for reports and for other required paper work.

Ability to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Ability to maintain restraint and keep calm when faced with emotional or angry individuals.

Ability to present one's self and the college in a positive, professional manner.

Ability to communicate effectively the prerequisites of courses with students, supervisors and faculty.

Ability to assist/tutor students verbally and thorough comments on assignments.

Ability to perform all the essential functions of this job.

Education and Experience

<u>Education:</u>	Master's degree from a regionally accredited institution, indicating a major and/or 18 graduate hours in History.
<u>Experience:</u>	Community college or university teaching experience is desired.

Licenses/Certificates:

N/A

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCCDD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.