



Position Vacancy Announcement

Posting Date: March 12, 2010

Position Title: **Instructor, Spanish (9 Month Position)**

Hiring Range: Salary to commensurate with education and experience

Advertising Internally & Externally

The Curriculum Faculty reports directly to the program coordinator. The Curriculum Faculty provides quality learning experiences, facilitates the learning process, advises students, seeks professional development opportunities, contributes to the development of curriculum courses/programs and interacts with community/industry members.

Minimum
Qualifications:

Required:

- Master's degree with at least 18 graduate credit hours in Spanish from a regionally accredited institution
- Excellent oral and written communication skills and computer skills
- Spoken and written proficiency in Spanish
- An understanding of and commitment to the comprehensive community college philosophy and mission
- Proven ability to work with individuals of diverse backgrounds
- Demonstrated commitment to diversity, equal opportunity, and the academic, intellectual, and social development of all students

Preferred:

- Master's degree in Spanish
- Teaching experience at the Community College level

Duties and
Responsibilities:

Duties:

- Facilitate the learning process for all students and provides appropriate instruction for individual students as needed
- Provide instruction that supports sound educational practice and that is in keeping with the philosophy and objectives of the college
- Develop a course outline/syllabus for each course taught, file copies with the program coordinator, Division Chair, and an electronically with the Office of the Vice President for Instructional Services; maintain one copy for personal use. Distribute syllabi to each student during the first week of class
- Select textbooks in cooperation with the program coordinator and division chair.
- Obtain approval from the program coordinator, division chair and the Office of the Vice President for Instructional Services for all field trips on appropriate form at least two weeks in advance of the field trip
- Maintain order and care of facility in which instructor teaches
- Keep current inventory and maintenance of all equipment assigned to instructor

Equal Opportunity Employer



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- Meet the class schedule as approved by the program coordinator, Division Chair, and the Office of the Vice President for Instructional Services
- Serve as academic advisor to designated students
- Teach a minimum of 18 hours per semester
- Keep a minimum of five (5) office hours per week
- Work a minimum of 30-hours of the 40-hour work week on campus
- Participate in publicity efforts of the College and recruitment of students
- Evaluate the achievement of students in assigned classes using the grading system published in college documents
- Attend all committee, faculty, and departmental meetings
- Participate in professional development as scheduled in-house and a minimum of one (1) workshop, professional meeting, seminar, college course or other approved professional development activity per year
- Participate in strategic planning, program planning/evaluation and budget planning process
- Maintain good public relations with other areas of the College and with the community
- Serve on institutional committees as appointed by the President
- Present all records and reports by deadline to appropriate person
- Treat others respectfully, speak to others courteously, and behave in such a way that creates a workplace environment that is marked by trustworthiness, honest but polite communication, and interpersonal interactions that are both personally cordial and professionally appropriate
- Act as a team player when working with any and all employees of the College
- Perform other duties as assigned by the Division Chair

Application
Deadline:

Interested and qualified individuals must submit (1) a letter of interest addressing each of the qualification statements, (2) an official Randolph Community College application, (3) a resume, (4) college transcripts (copies will suffice for initial screening; however, official copies will be required if hired), and (5) names, addresses, and phone numbers of five professional references to the address below. Only complete application packets will be considered and must be received by 3:00 p.m. on April 2, 2010.

Contact:

Human Resources Office
Caitlin Thompson
(acthompson@randolph.edu)
Randolph Community College
PO Box 1009
Asheboro, NC 27204
Office - (336) 633-0256

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