

# **SAN JOAQUIN DELTA COMMUNITY COLLEGE DISTRICT**

## **Biological Sciences Instructor (Associate Professor)**

### **DESCRIPTION**

Under the general supervision and direction of the Division Dean for the Agriculture, Science and Mathematics Division, the primary responsibility of this position is to teach community college Biology courses.

### **DUTIES AND RESPONSIBILITIES**

*Duties and responsibilities may include, but not limited to the following:*

1. Teach community college level biology courses in accordance with the course description approved by the Board of Trustees.
2. Keep informed relative to the latest developments in the area of biology.
3. Assist the Division Dean in the preparation of reports, budget, audit information and other required data.
4. Assist in the design, development and evaluation of new and current courses, materials and programs as assigned.
5. Complete various reporting procedures as required for student evaluation, course reporting and budget development.
6. Participate in departmental, divisional and campus-wide committees as part of the shared-governance process.
7. Attend various departmental, divisional and campus-wide activities as stipulated.
8. Participate in divisional committees as assigned by the Division Dean.
9. Assist in the marketing and promotion of the program by participating in college-sponsored events and by visiting local businesses and schools.
10. Advise and assist students in achieving stated course objectives. Evaluate the progress of each student and notify students in need of counseling service and/or tutorial assistance.
11. Serve as a lead instructor for part-time instructors teaching the same or similar courses.
12. Perform other necessary duties which assure the smooth functioning of the Division such as attendance at Division meetings, committee work and other related responsibilities.

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## **Biological Sciences Instructor (Associate Professor)**

### **MINIMUM QUALIFICATIONS**

- Master's Degree in any biological science **OR** Bachelor's in any biological science **AND** Master's in biochemistry, biophysics or marine science **OR** the equivalent.
- Sensitivity to and demonstrated success teaching in a diverse academic, socioeconomic, cultural, disability, and ethnic environment such as a community college.

### **DESIRABLE QUALIFICATIONS**

- Demonstrated background in physiology and anatomy.
- Demonstrated commitment to student learning and demonstrated commitment to promoting the success of all students in an open-access learning environment.
- Demonstrated sensitivity to and ability to motivate and teach community college students of diverse ethnic backgrounds, cultures, preparation, learning styles and/or disabilities.
- Commitment to professional growth and development, to innovation and improvement of teaching, and to assuming faculty responsibilities beyond the classroom in a shared governance environment.
- Demonstrated excellence in preparation and knowledge in the subject area.
- Demonstrated interest and exemplary teaching experience in biological sciences, especially in biology for both science and non-science majors, including both large lecture and laboratory instruction.
- Expertise in the use of computers for teaching and management of online course information. Familiarity and ability to teach in a distance learning environment.
- Ability to teach in a technologically rich environment.
- Ability to teach in a large lecture format.

Revised 12/96

Revised 2/04

Revised 12/07

Revised 1/12