

STANDARD JOB DESCRIPTION For COLLEGE INSTRUCTOR

Job Title:	College Instructor
Location:	Guam Campus and/or DE
Department:	Academic Department
Reports to (Title):	Department Chair and Academic VP

Classification: <input type="checkbox"/> Staff <input checked="" type="checkbox"/> Faculty <input type="checkbox"/> Volunteer/Missionary <input type="checkbox"/> _____	Salary Basis: <input type="checkbox"/> 12 Months <input type="checkbox"/> 9 Months <input type="checkbox"/> Hourly <input type="checkbox"/> _____	Hours / week: <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input type="checkbox"/> _____ <i>Note: Overtime must be pre-approved.</i>
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JOB PURPOSE SUMMARY (GENERAL DESCRIPTION)

The college instructor teaches in discipline areas in which he or she has specific training and competence. As such, the instructor is expected to plan, organize, and teach in a manner that encourages Christian development in harmony with the school's doctrinal position, mission, and values. He or she also promotes and directs successful student learning in keeping with the learning-centered values and goals of the school.

KEY RESPONSIBILITIES (NATURE OF WORK)

- Develops syllabi that clearly outline the course requirements, rationale, goals, and objectives. Submits digital copies of syllabi and course handouts to the Office of Academic Affairs each semester.
- Selects textbooks and other resources for the class.
- Prepares class sessions and assignments to help students grasp course content and how it integrates with overall student learning outcomes for the course
- Teaches courses according to the PIU catalog descriptions and in accordance with defined course standards and outcomes
- Creates a learning environment that encourages student involvement and participation.
- **Provides a minimum of 37.5 hours of instructional hours for each 3 unit class (classes cancelled for illness or any other reason must be made up)**
- **Maintains other presence on campus equal to 35-40 hours per week for full time faculty**
- Documents students' attendance, participation, and academic progress by giving and grading assignments, projects, quizzes and/or examinations that lead to a final grade.
- Submits course grades to the PIU Registrar by the assigned date.
- Is accessible to students outside the classroom, providing ample periods of time for counseling and mentoring students in matters related to academic success, life goals, and spiritual development.
- Maintains posted office hours and when possible participates in chapel and other school related

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activities. (**Office hours must be equal to number of hours spent in class. 15 minutes prior to each class and 1 hour after class. Additional 1 hour of availability is also encouraged and it is recommended this be done in the library.**)

- When called upon, functions as an official academic advisor, counseling students about course, academic sequence, and program selections.
- Maintains and disseminates current information pertaining to services available to students throughout the school.
- Develops and administers pre and post tests for each class taught, submitting results to supervisor as requested at the end of each semester
- Participates in and contributes to curriculum development by planning, developing, and evaluating new and existing courses and curriculum.
- Participates in the development and implementation of academic policies, guiding principles, objectives and functions in accordance with the philosophy of the school.
- **Participates in faculty meetings and staff meetings (monthly), serves on committees, and participates in other activities such as PIU Prayer meetings, K2 Retreat (fall), PIU Days (spring) and Commencement Exercises.**
- Is familiar with and maintains behavior and actions consistent with school policies.
- Continues professional development and growth according to personal needs and certification requirements, including participation in PIU-provided faculty development prior to each fall semester *and* monthly sessions offered throughout the school year.
- Makes suggestions for library purchases
- Makes sure that student evaluations are administered near the end of each semester.
- Performs other responsibilities requested by supervisor
- English Faculty: Administers TOEFL test when requested
- Maintains a true example of Christian character in the community.
- Represents the school positively to prospective students and supporters.
- **NOTE: While “spring break” is allowed as a break from campus, it is understood that most instructors will have work to do, but during this week, instructors may work from home as desired. Instructors working full time agree to teach a total of 12 credit hours (4 classes) in the classroom, or to teach part time and perform other work deemed to be proportion to the total credit hours as assigned by their supervisor (one class = 25% equivalent of workload).**

JOB QUALIFICATIONS (EDUCATION AND TRAINING)

All college instructors must have the Christian character qualities and academic skills necessary to fulfill the duties of their job assignments as listed in the “Job Purpose Summary” and “Key Responsibilities” sections. All instructors must provide a pastoral reference showing that he/she is active and in good standing in a local church.

All instructors must also sign a statement of agreement with the institutional doctrinal statement. Some experience either teaching young men and women in a formal (educational institution) or informal (church or Bible study) setting is preferred, though not required. PIU strives to maintain ongoing training and instruction in sound teaching principles; thus, all instructors, once they are employed at PIU, will be expected to be a part

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<p>of all ongoing in-service training to further enhance their teaching abilities.</p> <p>Academic Requirements: <i>Remedial instructors</i> must possess a minimum of a bachelor’s degree in their teaching field from an accredited institution.</p> <p><i>College instructors</i> must possess a minimum of a master’s degree in their teaching field from an accredited institution including 18 graduate hours in the field of their teaching assignments.</p> <p>In practical general education areas (ie: basic public speaking; learning skills as opposed to English, math, science or social sciences), instructors may be assigned to courses in which they possess a combination of educational and practical experience. These instructors must still possess a master’s degree. Instructors who have a bachelor’s degree may teach these classes under the design and supervision of an instructor possessing a master’s degree.</p>	