

# Northland Pioneer College

## Position Description

**TITLE:** Dual Enrollment Faculty (Existing High School Faculty Only)

This posting is for faculty who are current employees of local High Schools working with their district to offer Dual Enrollment classes to high school students.

**DIVISION/DEPARTMENT:** Appropriate Academic Division/Department, based on Courses Assigned

**CLASSIFICATION:** This is not a paid, benefited, or employment obtaining position/application.

**GENERAL STATEMENT OF RESPONSIBILITIES:** Dual Enrollment Faculty are responsible for conducting and teaching college level courses within the prescribed curriculum, preparing and delivering lectures to students, compiling, administering and grading examinations, and providing academic assistance to students as needed.

**PRINCIPAL DUTIES: (*essential functions*)**

1. Teaches assigned courses to students enrolled and manages a diverse population of students in accordance with the course description and outcomes as outlined in the official course outline, the syllabus and other approved curricular materials.
2. Develops, prepares and implements lesson plans through college's learning management system; conducts pre- and post-assessment of students; evaluates, assesses and plans for students' educational and social needs.
3. Prepares and submits, for approval, a syllabus for each course taught, in accordance with the College's and department's standards. This syllabus must be based on the approved course outline for the course and must be submitted each semester.
4. Completes and submits the Full Time Student Enrollment (FTSE) report and final grade reports every semester on or before the respective due dates. Completes and submits any other specific reports which may be required by the School District and the College on or before due dates.
5. Completes and submits the assessment materials, in accordance with College and department standards on or before due dates.
6. Maintains student records, statistics, and/or other pertinent information as required by the college, the department and the school district.
7. Participates in an annual instructional observation and site visit.
8. Participates and promotes semi-annual student survey data collection.
9. Resolves issues relevant to area of responsibility and scope of authority, referring more difficult or complex problems to the appropriate Faculty Liaison, Department Chair, Dean, or College official.
10. Attends department meetings and professional development opportunities.
11. Perform other duties as assigned.

**SKILLS REQUIRED:** Knowledge of and ability to follow college policies and procedures. Effective ability to utilize current technologies, learning management software, and Microsoft Office applications. Knowledge of developing, implementing, and evaluating curriculum and instructional approaches. Skill in using authentic assessment to evaluate students' needs and progress. Ability to communicate effectively, verbally and in writing, and to relate to others in a professional, helpful manner. Aptitude for working independently while contributing to an innovative team environment. Ability to establish and maintain effective working relationships with other staff, faculty, students and the public.

**PHYSICAL REQUIREMENTS:** Essential functions of this position require: lifting, manual dexterity, ability to communicate.

**REQUIRED QUALIFICATIONS:**

**For Occupational/Workforce courses, the teaching qualifications are:**

- Master's degree in the discipline or subfield or
- Master's degree in any field with 18 graduate semester hours in the discipline or subfield or
- Bachelor's degree in any field and 3 years work experience in the discipline or subfield or
- License in the discipline or subfield and 5 years work experience in the discipline or subfield or
- Recognized certification in the discipline or subfield and 5 years work experience in the discipline or subfield or
- 64 semester credit hours in the discipline or subfield and 5 years work experience in the discipline or subfield or
- Associate's degree in any field and 5 years work experience in the discipline or subfield.

**For University Transfer courses, including General Education courses the teaching qualifications are:**

- Master's degree in the discipline or subfield or
- Master's degree in any field with 18 graduate semester hours in the discipline or subfield or
- In disciplines where a master's degree is not offered and the doctorate is the terminal degree, or where the candidate has opted not to receive a master's degree during the course of study for the doctorate degree as a terminal degree, or where all but the dissertations (ABD) of a doctorate degree has been obtained, 24 graduate semester hours in the discipline or subfield are required.

**REQUIRED LICENSE/CERTIFICATIONS:** Valid driver's license required.

**ORGANIZATIONAL RELATIONSHIPS:** Reports to the Department Chair through the assigned Faculty Liaison.