



Social Service Faculty Job Description

Job Title: Social Service Faculty
Job Class: Instructional
Department: Technology and Transfer
Reports To: Dean of Technology & Transfer
FLSA Status: Exempt
Compease: Grade 12
Approved By: Vice President of Academic Affairs
Approved Date: 07/01/24

I. Position Purpose

A faculty member will be responsible for curriculum, instruction, and will be an integral part of the student educational experience. The faculty member will provide engaged instruction; develop curricula; conduct program, course, and student outcomes assessment; provide experiential learning site coordination and placement as required by professional agency guidelines; and advise and support students. Faculty member will engage in the professional work to advance the College's mission by participating in institutional advancement, professional development, and community service in the pursuit of excellence.

II. Duties and Responsibilities

PROVIDE INSTRUCTION: A faculty member will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans and deliver instruction; organize and manage instructional activities; use appropriate learner-centered instructional methods; and utilize new technology and the WSCO learning management system in all classes. Faculty will be responsible for the evaluation of student learning and provide evaluation methods appropriate to outcomes; evaluate student learning in a fair manner; maintain accurate records of evaluation and course work, including attendance; submit grades; seek feedback on course delivery and student learning; order textbooks; and maintain lab and equipment.

DEVELOP CURRICULUM AND CONDUCT ASSESSMENT: A faculty member will network with community and industry partners to build a strong advisory board; gather feedback from stakeholders to design curricula and develop program outcomes. A faculty member will be responsible for annual program assessment and comprehensive program reviews; gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. Faculty will collaborate with business, industry, and professional organizations in order to understand changes in the field and explore future trends.

ENGAGE IN ADVISING & STUDENT SUPPORT: A faculty member will engage students in the advising process; meet with advisees face-to-face as often as needed to ensure student success; use institutional tools to create student plans and maintain documentation for each advisee; maintain required office hours compatible with student schedules; direct students to appropriate college resources; and evaluate graduation progress and completion.

PROVIDE EXPERIENTIAL LEARNING SITE MANAGEMENT: A faculty will establish and maintain partnerships with professional agencies to provide required experiential learning opportunities for students. Faculty member will understand professional agencies/schools' guidelines and manage



site coordination and student placement according to the guidelines. Faculty member will work with local agencies/schools to coordinate faculty-directed student placement for practicum or field experience; complete necessary paperwork and/or background checks; be the primary contact for the sites; manage site issues that may arise; and maintain positive relationships.

PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT: A faculty member will work to advance the College's mission and vision; abide by the College's values, follow policies and procedures; promote a positive working relationship across divisions; participate in committees and institutional activities; participate in program recruitment; support workforce development; and perform other job-related duties as assigned.

ENGAGE IN PROFESSIONAL DEVELOPMENT: A faculty member will formulate and implement goals for growth; identify personal professional development needs and participate in professional development for continuous improvement; maintain or attain appropriate certification, licensure, or credentials; and serve on community, state, and professional committees and boards.

DEMONSTRATE PROFESSIONAL AND QUALITY CUSTOMER SERVICE: A faculty member will demonstrate professionalism and provide quality customer service in accordance with the College's values; maintain positive working relationships, and make decisions and solve problems. Maintain confidentiality, positive communication, accurate records, and an organized, safe working environment. Exhibit flexibility, willingness to learn, ability to change, and maintain current technology skills.

III. Qualifications – Education, Experience, and Skills

- Master's Degree in Social Work or a related field from a regionally or nationally accredited institution recognized by the U.S. Department of Education or the Council for Higher Education Accreditation
- Licenses in Independent Social Work and/or Independent Chemical Dependency Counselor
- Experience teaching in higher education
- Minimum of 5 years of full-time, professional, work experience in the field
- Evidence of professional development in the field of concentration

Reasonable accommodations may be requested and reviewed according to the Americans with Disabilities Act (ADA).