



## Spanish Faculty Job Description

**Job Title:** Spanish Faculty  
**Job Class:** Instructional  
**Department:** Technology & 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 and instruction and, will be an integral part of the student educational experience. A faculty member will provide engaged instruction, develop curricula, and conduct program, course, and student outcomes assessment; they will advise and support students. A 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 be responsible for delivering courses on campus with the possibility of delivering courses at off-campus partner sites. A faculty member will assess, revise, and develop courses to maintain a current, relevant curriculum; develop lesson plans; organize and manage instructional activities; use appropriate learner-centered instructional methods; 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; they will 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; they will gather and analyze data including student outcome, enrollment, retention, and completion data to support continuous improvement. A faculty member 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, use institutional tools to create student plans, and maintain documentation for each advisee. A faculty member will maintain required office hours that are compatible with student schedules, direct students to appropriate college resources, and evaluate graduation progress and completion.

**PARTICIPATE IN INSTITUTIONAL ENGAGEMENT & ADVANCEMENT:** A faculty member will work to advance the College's mission and vision, abide by the College's values by following policies and



procedures, and promote a positive working relationship across divisions. A faculty member will 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 Spanish 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
- 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).*