

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: FACULTY  
PAY GRADE: FACULTY PAY PLAN  
OVERTIME STATUS: N/A

### MAJOR RESPONSIBILITY:

To develop a healthy and caring environment that offers a variety of options and opportunities for active participation of students in the learning process. Major responsibilities of faculty include five areas: teaching, professional development, college service, service to students and public service, as defined in the "Role and Responsibilities of Faculty," which is published in the Faculty Handbook.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

### PREREQUISITES FOR POSITION (Qualification Standards):

#### 1. Education\* or training:

- **Bachelor of Applied Sciences (B.A.S.) or Bachelor of Science (B.S.) program and courses:**  
Master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) required. Doctorate preferred. For some positions, a doctorate will be required.
- **A.A. program or A.S. to B.S. program and courses:**  
Master's degree in the teaching discipline or master's degree with a concentration in the teaching discipline (a minimum of 18 graduate semester hours in the teaching discipline) required. Doctorate preferred.
- **A.S./A.A.S. degree (non-transfer) program/course(s):**  
Bachelor's degree in the teaching discipline or associate's degree and demonstrated competencies in the teaching discipline required. Master's preferred.
- **Post-Secondary Adult Vocational Program/course(s):**  
Bachelor's degree in discipline with work experience or possess the appropriate academic preparation at the same level of the program being taught with three years' work experience required.

PREREQUISITES FOR POSITION (Qualification Standards):Education\* or training (Continued):

- **College Preparatory course(s):**

Bachelor's degree in education or bachelor's degree in discipline with hours in education courses or bachelor's degree in discipline and high school teaching experience required. Master's degree preferred.

**\* Education must be received from a regionally accredited institution.**

- **English as a Second Language course(s):**

- Bachelor's degree in ESL or related field (Linguistics, English, Education) ESL certification required. Master's degree preferred.

- **Adult Education course(s):**

- Bachelor's degree in education or Bachelor's degree in discipline with hours in education courses or Bachelor's degree in discipline and high school teaching experience required. Master's preferred.

2. Years of Experience in field:

- **B.A.S., B.S. or A.A. degree program/course(s):**

**Preferred:** five years' teaching experience at the high school, community college or university level or a combination of the three.

- **A.S. degree program/course(s):**

**Preferred:** three years' related work experience or a combination of work and teaching experience.

- **Post-Secondary Adult Vocational Program/course(s) (noncredit):**

**Preferred:** three years' related work experience or a combination of work and teaching experience.

- **College Preparatory course(s):**

**Preferred:** two years' teaching experience at the high school level or community college level preparatory courses or adult general education.

- **English as a Second Language course(s):**

**Preferred:** two years' teaching experience at the high school level, community college or adult education level.

- **Adult Education Course(s):**

**Preferred:** two years' teaching experience at the high school level, community college level or adult education.

1. Special skills or abilities related to position:

Commitment to the college objective of providing instruction for a diverse student population. Excellent interpersonal, oral communication and writing skills. Knowledge of learning and assessment theories and methods and the relationship to the pedagogy of teaching. Possess a high level of technical skills and subject matter knowledge as it relates to a specific discipline. Evidence of initiative, resourcefulness and adaptability.

ESSENTIAL JOB FUNCTIONS:

1. Ability to plan, prepare and teach course content and curriculum utilizing effective methodologies of instruction and assessment tools for the enhancement of learning.
2. Maintain expertise in field of study and teaching pedagogy.
3. Maintain active participation in professional organizations as appropriate.
4. Participate in enrollment management activities and sharing of professional expertise with colleagues and students beyond the classroom.
5. Provide support and in some cases provide the leadership for student recruitment, marketing, and in general activities that "build" a program (A.S., B.A.S. /B.S. degree and PSAV programs).
6. Support student activities, include course and career guidance to students with a focus on fostering a love of learning.
7. Share professional ideas and expertise to community and private agencies without gratuity.
8. Assist in the development and planning of the departmental college course schedule.
9. Utilize technology in teaching and communicating with students and in the delivery of instruction.
10. Serve as lead faculty, program manager/department chair, and serve on committees when appropriate.
11. Ability to drive a college vehicle when necessary.
12. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed. Management retains the right to modify or add duties at any time.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up, twisting and bending.

PHYSICAL DEMANDS (CONTINUED):

- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS:

- Works inside in a classroom/laboratory environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability.)

PRIMARY LOCATION OF JOB: Citrus Campus, Levy Campus, Ocala Campus and the Hampton Center

SUPERVISOR OF POSITION: Appropriate Campus Provost, Dean or Associate Vice President