



JOB DESCRIPTION

Position: Mathematics Instructor

Projected Start Date: August 17, 2009

Summary: Provides academic instruction to students in mathematics at the freshmen and sophomore coursework levels.

Minimum Qualifications:

- Master of Science degree with a concentration in mathematics (minimum of 18 graduate hours in mathematics)
- Minimum of three years of documented teaching experience at the secondary or postsecondary level.

Preference may be given to applicants with:

- A doctorate degree in the mathematics or related field

Essential Job Functions:

- Plans, organizes and instructs the full range of biology courses typically associated with the freshman and sophomore years.
- Works with the Department Chairpersons and other faculty to develop, evaluate and review curriculum to ensure maximum student competency.
- Maintains accurate attendance and scholastic records.
- Maintains teaching credentials, competency, and currency in the instructional area(s).
- Serves on advisory and college committees as assigned by supervisor.
- Participates in curriculum evaluation revision and textbook selection.
- Fulfills professional responsibilities, promotes public relations on behalf of the college and performs community service activities as directed by supervisor.
- Works hours or schedule assigned by supervisor.
- Performs other duties as assigned by supervisor to complete professional development or teaching assignments.
- Maintains inventory records of tools, equipment, and teaching components in working order.
- Maintains cleanliness and employs good housekeeping practices in assigned teaching areas (classrooms and laboratories).
- Complies with policies and procedures established by Lawson State Community College.
- Performs other job-related duties as assigned by the supervisor.

NOTE: All positions require demonstrated computer literacy, proficiency in oral/written

English, and the ability to adapt technology to a variety of teaching and learning situations. Duties may include day/evening, on/off campus teaching, on-line teaching, curriculum development, academic advising and other job-related responsibilities as assigned. Teaching experience is required. A classroom presentation will be required for all candidates interviewed.

Salary: Salary will be determined by educational attainment level and applicable experience according to the Alabama D-1 Salary Schedule.

Physical Requirements:

Light to Medium Work – Exerting 0 to 25 pounds of force occasionally, and/or 0 to 25 pounds of force frequently, and/or 10 to 20 pounds of force constantly to move objects. Physical Demand requirements do not exceed those for Medium Work.

Application Procedure:

An application file consists of the following a) a letter of application, b) three current references letters less than one year old with one or more reference letters addressing the applicant's teaching ability commitment to excellence, c) a completed Lawson State Community College application, and d) a copy of transcripts from all colleges attended. Please note that if employment is offered, the candidate must provide official college transcripts prior to official employment date and agree to a criminal background check.

Application packages and related materials should be to:

Mrs. Vergie Spears
Office of Personnel
Lawson State Community College
3060 Wilson Road, S.W.
Birmingham, AL 35221
(205) 925-2515

Lawson State Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Post Secondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.