



POSITION: Criminal Justice Instructor

**PROJECTED
STARTING DATE:** May 16, 2010

DEPARTMENT: Department of Social and Behavioral Sciences

General Statement of Duties Faculty members report directly to their respective Department Chairperson. The primary responsibility of a faculty member is to provide quality instruction for the students. The major emphasis shall be placed on excellent teaching by working with students in classrooms, laboratories, individual conferences, and related activities. Each faculty member has the responsibility to assist every student in the development of his interests and abilities to his greatest capacity. As a part of the above commitment, the College expects each faculty member to be responsible for the duties set forth below within the limits of approved policies, procedures and budgets.

Duties and Responsibilities

The faculty member is to:

1. Provides quality instruction to criminal justice majors and other enrolled students.
2. Assesses student abilities as related to desired student learning outcomes the program and/or course.
3. Develops and implements a program of instruction that meets the individual needs, interests, and abilities of students consistent with local and state study and curriculum guides.
4. Plans and employs a variety of appropriate instructional/learning strategies and activities which are compatible with the needs and capabilities of the students.
5. Continually communicates to students, verbally or in writing, instructional expectations and student progress.
6. Continually assesses student achievement and maintains appropriate assessment and evaluation documentation for reporting purposes.
7. Applies knowledge of current research and theory to instructional program.
8. Plans and implements lessons based on curriculum objectives and the needs and abilities of students.
9. Demonstrates commitment to the mission of the College and the department.
10. Maintains accurate and timely attendance and scholastic records.
11. Maintains teaching credentials, competencies, and certifications as directed by supervisor.
12. Serves on academic, advisory, or college committees as assigned by the appropriate administrator..

13. Actively participates in curriculum evaluation/revision and textbook selection.
14. Participates in professional growth and development activities including staff meetings, in-service and staff development activities, and professional association meetings.
15. Fulfills professional responsibilities, promotes positive public relations on behalf of the college, and performs community service or extracurricular activities as directed by the supervisor.
16. Works hours or schedules assigned by the supervisor which may include evenings and weekends.
17. Maintains inventory records of department's equipment.
18. Maintains cleanliness and employs good housekeeping practices in assigned teaching areas (classrooms, locker rooms, and gym).
19. Maintains a neat and appropriate professional appearance.
20. Behaves courteously and professionally at all times
21. Practices and promotes positive customer service at all times

Qualifications

- Master's degree in criminal justice or a master's degree with a minimum of 18 semester hours of graduate work in Criminal Justice from an accredited institution. Doctorate preferred.
- Minimum of three years experience teaching at the secondary or postsecondary level.
- Demonstrated ability to establish and maintain effective working relationships with college, faculty, staff, and students.
- Evidence of good communication skills (orally and in writing) to faculty, staff, students, and the public.
- Demonstrated understanding, sensitivity and commitment to meeting the needs of the diverse ethnic, cultural, socioeconomic, and disability background of the student and community population.
- Demonstrated competencies in basic computer literacy skills

SALARY/FRINGE BENEFITS

- Educational attainment level and applicable experience according to the Alabama College Salary Schedule "D" nine/three month contract will determine salary.

PHYSICAL DEMANDS – STRENGTH RATING:

Light Work – Exerting 10 to 20 pounds of force frequently, and/or 0 to 10 pounds of force constantly to move objects. Physical Demand requirements are for Light Work.

APPLICATION PROCEDURE:

An application file consists of the following: a) a letter of application, b) three current reference letters (with original signatures) that are less than one year old with one or more letters addressing the applicant's teaching ability, proficiency in required skills, and commitment to excellence, c) a completed Lawson State Community College *Application for Employment*, 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 the official employment date and agree to a criminal background check.

CLOSING DATE:

Application packages must be received in the Human Resources Office by 4:30 p.m. on **March 12, 2010**, if hand delivered or must be postmarked no later than **March 12, 2010**, if being submitted via U S Mail. Packages delivered or postmarked after the deadline will not be considered. All application packages and related materials should be sent to:

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

A printable copy of the *Application for Employment* is available at www.lawsonstate.edu.

OTHER INFORMATION

Applicants must adhere to the College's prescribed interview schedule and must travel at their own expense.

The College reserves the right not to fill the position in the event of budgetary or operational constraints.

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.