Position Title: Mathematics Instructor

Position Summary: Provide academic instruction to students at the college level.

Required Qualifications:
- Master’s degree or higher in Mathematics or related field of study. Or, a Master’s degree with 18 graduate semester hours of pure discipline graduate level math courses.
- 3 years of full-time teaching experience in Mathematics on a secondary or postsecondary level
- Must be computer literate and versed in instructional technology platforms

Essential Job Functions:
1. Stays current with all changing and emerging instructional technology.
2. Meets assigned classes regularly and on time.
3. Plans out lessons in an organized manner and is prepared for each class.
4. Develops and maintains a positive advisement program for academic counseling of students.
5. Attends assigned divisional, department, and college meetings.
6. Reviews and modifies curriculum (for both ground and distance education courses).
7. Develops and implements a program of instruction that meets with shared department goals and objectives outline for the course.
8. If teaching online, maintain an active presence in the online environment.
9. If teaching online, participate in Discussion Boards.
10. If teaching online, follow all prescribed eCollege guidelines and practices as outline within your training and housed in the eCollege Faculty Manual.
11. Actively participates in and works with other school personnel in the selections of books, equipment and other instructional materials in order to provide students with optimal learning opportunities.
12. Uses Blackboard regularly to augment instruction to include the uploading of the syllabus, homework assignments, supplemental videos, lecture presentations, handouts, assignments, materials and recorded lectures (where applicable).
13. Infuses technology in the classroom to augment instruction on a regular and routine basis.
14. Participates on school committees and engages in college-wide activities to promote the missions of the institution.
15. Agrees to participate in required college events, such as, graduation, honors day programs, and other assigned events.
16. Reviews curriculum and makes routine adjustments in both ground and online courses.
17. Skilled and effective in oral and written communication.
18. Works to diffuse conflict and mediate through problems with students and colleagues.
19. Takes attendance and maintains accurate attendance records.
20. Maintains a neat, appropriate and professional appearance at all times.
21. Adheres to all school and/or department policies.
22. Assists in the recruitment of students.
23. Responds to all administrative request in a timely professional manner.
24. Performs other job related duties and responsibilities as may be assigned by the Department Chairperson.
25. Assists every student in the development of his/her academic abilities to his/her greatest capacity.
26. Tracks student progress regularly and communicates concerns directly to student.
Essential Physical Skills:
1. Be able to stand (for at least 50 minutes at a time) for board instruction and demonstration of Mathematics concepts.
2. Be able to circulate the room during instruction and/or testing conditions.
3. Must be computer literate.
4. Be able to move technological carts and equipment (at least 20 to 25 pounds)

Salary: Appropriate placement on Salary Schedule D1 (based on education and experience)

Projected Start Date: TBD

Application Procedure:
Applicants must meet eligibility requirements to work in the U.S. at time of appointment. All application materials must be submitted as a complete packet and will become the property of the College. It is the sole responsibility of the applicant to ensure his or her application packet is complete. If you are applying for more than one position, submit a complete set of information for each position. Once submitted, all application packets become the property of LSCC. Requests for copies of application material will be denied by the college. Only applications received during the period of this announcement will be considered. The College will not accept electronically submitted (fax, e-mail, etc.) application materials.

A complete application packet consists of:
- Cover Letter
- LSCC application; completed and signed (see resume will not be sufficient)
- Resume
- Official or Unofficial transcripts from all colleges attended for which degrees have been granted. Degree(s) must be posted on transcripts. Official transcripts will be required prior to employment.
- Two signed letters of recommendation with original signatures AND
- One Letter from a current or previous employer, verifying employment experience to meet minimum required qualifications. Letter must include employment dates and job title and be on official letterhead with an authorized signature. *If necessary, the verification letter from your current employer may be submitted after an offer of employment has been made.

Applicants who fail to submit a complete application packet will not be considered.

Application Closing Date:
Application packets must be received by June 30, 2016. Hand delivered application packets should be delivered by 4:30pm on the closing date. Packets delivered or postmarked after the deadline will not be considered. Application packets should be sent to:

Human Resources Office
Lawson State Community College
3060 Wilson Road, S.W.
Birmingham, AL 35221

Other Information:
Applicants must adhere to the College’s prescribed interview schedule and must travel at their own expense. The College reserves the right to withdraw this job announcement at any time prior to awarding.

It is the policy of the Alabama Community College System, including all postsecondary community and technical colleges under the control of the Alabama Community College System Board of Trustees, that no employee or applicant for
employment or promotion, on the basis of any impermissible criterion or characteristic including, without limitation, race, color, national origin, religion, marital status, disability, sex, age, or any other protected class as defined by federal and state law, shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.

Lawson State Community College will make reasonable accommodations for qualified applicants upon request.

In accordance with Alabama Community College System Policy and Guidelines, the applicant chosen for employment will be required to sign a consent form for a criminal background check. *Employment will be contingent upon the receipt of a clearance notification from the criminal background check. Lawson State Community College is an active participant in the Employment Eligibility Verification Program (E-verify). E-verify electronically confirms an employee’s eligibility to work in the United States as required by the Department of Homeland Security.*