

ANNOUNCEMENT OF VACANCY

POSITION: Full-Time Mathematics Instructor – Lufkin

EMPLOYMENT DATE: Until Filled

QUALIFICATIONS:

Required:

- Doctorate or master's degree in mathematics or a master's degree with a concentration in mathematics (a minimum of 18 graduate semester hours in mathematics).
- Excellent English language, interpersonal, listening, verbal and written communication skills.

Preferred:

- Teaching experience.
- Experience in higher education.
- Experience as an instructor in mathematics in online or hybrid formats.
- Availability to teach days, evenings, weekends, or online formats.
- Demonstrate sensitivity to students with diverse academic, socio-economic, cultural and ethnic backgrounds, including those with disabilities.
- Understand how to work successfully as a team within all levels of the organization and know how to contribute to the mission of the college.

It is the intent of the basic job requirements, duties, and responsibilities that these minimum requirements should, therefore, be referred to as a guide for, rather than a limitation to the services required.

JOB DESCRIPTION:

The position will report to the Associate Dean of Instruction for Science & Mathematics for job responsibilities and other College related activities as outlined in the Policies and Procedures Manual. Essential duties include but are not limited to the following:

- Foster an engaging, supportive, and challenging learning environment in classrooms, laboratories, shops, and co-curricular programs;
- Teach 15 semester hours per semester of organized courses according to the College Catalog description, the syllabus, and the schedule of classes;
- In collaboration with instructors assigned to the same academic unit, exercise responsibility for the content, quality, and effectiveness of assigned curriculum;
- For assigned academic unity and/or educational program, participate with colleagues and administrators in identifying expected learning outcomes, assessing the extent to which students achieve those outcomes, and provide evidence of improvement based on the analysis of the results;
- As an individual and as a member of various Standing Committees, participate in the promotion, development, and continuous improvement of the College's academic and administrative policies, procedures, programs, and services;
- Assist in the student registration and academic advising processes, including the maintenance and updating of associated records;
- Maintain appropriate order and control of instructional settings to ensure a productive and engaging learning environment;
- Report disruptive or inappropriate student behavior to the Dean of Student Affairs as necessary for the administration of the Student Conduct and Discipline Program (see *FLB Local*);
- Appropriately exercise the authority to direct students who exhibit disruptive or inappropriate behavior to leave an instructional setting immediately;
- At the beginning of each semester, distribute appropriate course information to students in each assigned course section according to the instructional arrangements policy (see: *EC Regulation*);

- Emphasize to students the importance of prompt, regular, and continuous class attendance according to the student admissions and attendance policy (see: *FBD Regulation*);
- Maintain accurate attendance and academic records of students enrolled in assigned course sections according to grading and credit policies and procedures (see: *EGA Regulation*);
- Submit semester class rolls, final class rolls, final grades, and gradebook records to the Registrar's Office according to the directives of the Office;
- Provide regular and appropriate feedback to students enrolled in assigned course sections to help them gauge their academic performance and their acquisition of course content;
- Develop and proctor all examinations administered in assigned course sections;
- Post and hold a minimum of five (5) office hours per week according to the workload policy (see: *DJ Regulation*).
- Counsel students concerning problems related to the academic program. Counseling for personal, disciplinary, or other issues may, in the judgment of the instructor, be referred to the Dean of Student Affairs;
- Provide accommodations to students with disabilities as directed by Student Affairs;
- Aid in planning academic programs and policies in cooperation with the appropriate administrators and College Standing Committees;
- Prepare appropriate and current course syllabi according to the instructional arrangements policy (see: *EC Regulation*) for review with the Associate Dean of Instruction;
- Attend scheduled faculty meetings, division meetings, and committee meetings;
- Review and uphold the established policies and procedures of the College, and communicate problems, grievances, or suggestions to the Associate Dean of Instruction or to the Vice President of Academic Affairs, as appropriate;
- Assist in the recruitment and retention of students as appropriate;
- Bolster the College's public image and support its educational philosophy through actions and interactions in all instructional settings and in the community; and
- Strive for continued professional growth through attendance and participation in professional meetings, subject area meetings, faculty development programs, further education, or other appropriate means.

CONTRACT & SALARY:

Nine month contract, but with willingness to teach a portion of the summer, with overload pay. Salary assigned according to salary schedule in addition to excellent employee benefits. Proof of identity and eligibility to work in the United States must be verified for the successful candidate.

SCHEDULE:

A letter of interest, completed application form, a resume, and college transcripts are required for an applicant to be considered. Screening of qualified applicants will begin and continue until the position is filled. This is a security sensitive position and an appropriate background investigation will be made on applicants being strongly considered for the position. Please download and save the application to your computer before completing. **The application may be downloaded via our website at <http://www.angelina.edu/hr-jobs/> or application forms may be requested from Human Resources.** Please submit the complete application packet to: Human Resources, Angelina College, P.O. Box 1768, Lufkin TX 75902-1768, fax to 936-633-3230 or e-mail to ewalker@angelina.edu.

Angelina College is a great place to work and Lufkin is a great place to live! From the arts to the outdoors, Lufkin offers a wide variety of entertainment activities. We have many parks and our residents enjoy spending time walking and biking on the beautiful Azalea Trail. Golfers have a choice of four different courses. Lake Sam Rayburn provides opportunities for fishing and boating. Families often enjoy spending a day at Ellen Trout Zoo. For those who prefer shopping and dining, Lufkin has a wide variety of shops and restaurants offering everything from antiques to clothing and home-style cooking to fine dining. Our downtown area offers quaint boutiques and is the scene of many community events. Spending a day at a museum doesn't require a long drive to the big city. Lufkin is home to the Museum of East Texas, the Texas Forestry Museum, and the Naranjo Natural History Museum. The arts come alive with organizations like Angelina Arts Alliance, which hosts the performing arts from around the world.

With all that it offers in recreation and entertainment, Lufkin really is a great place to live.

Angelina College is a comprehensive community college of 5,200 students located in Lufkin, Angelina County, Texas,

and serving twelve counties of East Texas. Lufkin is a city of 38,000 people, situated about 120 miles northeast of Houston, 112 miles southwest of Shreveport, Louisiana, and 165 miles southeast of Dallas.

Angelina College reserves the right to extend search or not offer position advertised.

ANGELINA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER COMMITTED TO
DIVERSITY