



Title: English Instructor

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Work Location: Schnecksville, PA,

Description

Summary

This position will involve teaching a variety of English courses from developmental writing onward. Candidate must be willing to teach at multiple sites in the three county (Lehigh, Carbon, and Schuylkill) region. The faculty position is part of the School of Humanities and Social Sciences and reports directly to the Dean of Humanities and Social Sciences.

Work Schedule: Full-Time, 10 month

Beginning Salary: Instructor Rank - \$35,000 to \$50,118

Assistant Professor Rank \$36,364 to \$53,706

Duties and Responsibilities include:

- Keeps and submits appropriate academic records.

- Maintains instructional effectiveness by ongoing self-evaluation and incorporating current developments in instructional and learning strategies.
- Teaches courses in accordance with the master course outline and within the schedule of classes.
- Assists librarians in keeping the College collections and services current.
- Assists the College in keeping technology, facilities, and equipment current.
- Plans with the assistance of the Dean to insure availability of supplies, textbooks, and classroom equipment requisite to the successful teaching of assigned classes.
- Maintains regular office hours, as approved by the Dean, for consultation with students.
- Serves as faculty advisor to student organizations.
- Serves as a faculty advisor to students in their program of study.
- Recruits students for programs of study.
- Participates in academic audits.
- Assists in preparation of budgets for submission to the Dean.
- Assists in preparation of academic schedules for submission to the Dean.
- Serves on College committees and advisory boards.
- Where appropriate, makes recommendations to the Dean on staffing courses.
- Works with Dean and fellow faculty including adjuncts to maintain academic standards and integrity.
- Works collaboratively with faculty in the division.
- Actively participates in faculty development activities.
- In addition to College-sponsored development activities, maintains professional development and stays current in his/her field of study.
- Works with counselors, advisors, and other College staff in responding to student needs.
- Attends and participates in faculty meetings.
- Discharges those additional duties normally and customarily associated with College faculty.
- Performs other duties as assigned by immediate supervisor.

Required Skills

Qualifications:

Required

Education

Master's degree in English from a regionally accredited institution of higher learning.

Certifications

- Act 153 Clearances (Act 34 PA Criminal Background, Act 151 PA Child Abuse History, Act 114 FBI Clearance Fingerprinting)

Work Experience

One year teaching experience in a college community required.

- Must possess a high level of the following work skills and behaviors: teamwork/cooperation, initiative, customer service, and commitment to continuous professional growth in skills and knowledge.

Preferred

Experience teaching at a comprehensive community college.

- Experience working with diverse populations, including English Language Learners.

- Experience in Speech, Professional Writing, Composition, Literary Analysis, and

Developmental Writing.

- Ph.D. in English

- Bilingual

Kind: Full Time

Level: Faculty

Apply

Please send your resume, cover letter, and unofficial transcripts to hroffice@lccc.edu

Please note, no resume will be accepted without a copy of your transcripts.

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