

General Education Instructor

Description:

CBD College is a non-profit, Private Post Secondary Healthcare Career College with an emphasis on in-demand medical careers. **CBD College** has been providing quality education and training for over 32 years and is looking for a Full time **General Education Instructor**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

The General Education Instructor provides quality learning opportunities that assist students in meeting their educational goals and career aspirations in Associate in Applied Science programs. Responsible for teaching and learning, curriculum development, advising, and professional development.

The Instructor is under the direct supervision of Program Director and/or DOA.

*This is a **Full Time** position.*

JOB FUNCTIONS:

- Meets each assigned class with punctuality and enthusiasm.
- Implements class activities that will promote maximum learning.
- Covers the usual course content as described in the approved course outline and provides sufficient exposure to the material so that students will satisfactorily proceed to the next course in sequence and/or courses in the program.
- When applies, supervises laboratory work and teach proper use of chemicals and their interactions, danger signs, production techniques, and disposal methods.
- Recommends the selection of appropriate texts, new library books, reference materials, and audio-visual equipment.
- Conducts class during the time and in the room provided on the regular college schedule; any deviation from this should be approved by the department chair.
- Submits reports as requested including class rosters, grade reports, grade books, textbook requests, inventories, final examinations.
- Carries out college policies in all aspects that relate to the position.
- Develops daily lesson plans to include instructional aids.
- Assists student in achieving completion of objectives.
- Provides regular and timely feedback to students.
- Participates in school retention initiatives by maintaining productive contact with students and by getting in touch with and offering assistance to absent students.
- Advises students in matters related to academics, attendance and behaviors.
- Motivates student to actively participate in all aspect of the educational process.
- Completes professional development and in-service activities in accordance with college standards.
- Participates in department curriculum meetings.

REQUIREMENTS:

- Must have a Bachelor's Degree (doctorate or a master's degree preferred). For Anatomy and Physiology Instructor must have earned 18 graduate semester (or equivalent) credit hours in Anatomy and Physiology.
- Degree must be from an institution accredited by an accrediting agency recognized by the U.S. Department of Education.
- Minimum of three (3) years applicable experience in subject taught or related field is required.

- Teaching experience in post-secondary education at an accredited institution is preferred.
- Superior interpersonal, customer services, presentation and communications skills required.
- Creative, innovative and problem solving skills required.
- Proven organizational skills and ability to complete assignments timely and accurately with minimal supervision.
- Ability to utilize different methods and mediums in delivering course material.
- Proficiency in Microsoft Office and the Internet.
- Able to obtain and maintain licenses if applicable as required by state or accrediting commissions.
- Evening hours may be required.