

**FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1986**

PROFESSOR

FLSA STATUS: EXEMPT - PAY GRADE: FACULTY

GENERAL STATEMENT OF JOB

Provides instruction in the teaching of a specific subject or field of knowledge and guides student study and learning in that subject field.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Develops and distributes to students a course syllabus for each class taught based upon the official course outline for the course.

Teaches each course assigned in accordance with the College approved course description and course outlines.

Presents course content to students and guides student discussion and course work-study.

Directs and assists students in laboratory, studio, field, clinic, or other experimental learning activities appropriate to the course, discipline and field.

Prepares substitution assignments and provides substitute instruction for faculty colleagues during occasional absences, as required and as assigned, and not inconsistent with concurrent duties.

Establishes, posts, and maintains approved office hours for professional activities and duties, which include student conferences.

Maintains required records and reports.

Serves on committees and task forces.

Attends scheduled and called faculty meetings and College convocation. In addition, expected to participate in commencement and program graduation ceremonies.

Participates in the development and improvement of curricula and courses, and in the development and improvement of instructional methods, materials, and resources.

Evaluates and selects textbook and other instructional materials for the assigned courses.

Develops and provides to students guidelines for student attendance and absence in the courses assigned.

Develops and provides to students guidelines for the determination of grades consistent with the College's grading standards in the courses assigned.

Refer students with special needs to appropriate College resources.

Assists in the development and implementation of the College's instructional and institutional goals.

Maintains an active interest and knowledge of current practices that affect the discipline and field of study.

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Upholds the ethical standards and principals particular to the specific professional responsibility, and contributes toward advancement of the College.

Participates in other College related programs, activities, and community services, and in accordance with the individual's interest and abilities.

Perform related duties as required.

SUPERVISION RECEIVED

General supervision is received from a department chairperson, program manager.

SUPERVISION EXERCISED

Supervision may be exercised over support staff or student assistants, as assigned.

MINIMUM QUALIFICATIONS

Ability to qualify for a FSCJ Certificate applicable to the area of instructional responsibility.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

Language Ability: Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

Intelligence: Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

Numerical Aptitude: Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

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Motor Coordination: Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

Manual Dexterity: Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

Physical Communication: Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).