



WAKE TECHNICAL COMMUNITY COLLEGE  
invites applications for the position of:

## Instructor 9M Mathematics

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SALARY: \$39,960-\$42,759 Annually

OPENING DATE: 6/13/17

CLOSING DATE: Open 30 days or until filled; start date 8/10/2017

LOCATION: Raleigh, NC, Various Wake Tech Campuses

Work Schedule: Varies semester to Semester

Department: Mathematics & Sciences

Wake Technical Community College located in Raleigh, NC is hiring for a 9 month instructor of Mathematics. Qualified faculty candidates can teach in both the mathematics and physics disciplines.

Applications accepted through website at this link:

<https://www.governmentjobs.com/careers/waketechedu/jobs/1767016/instructor-9m-mathematics?keywords=mathematics&pagetype=jobOpportunitiesJobs>

### **POSITION DESCRIPTION:**

This position is responsible for providing effective instruction for assigned courses.

### **RESPONSIBILITIES AND DUTIES (\*ESSENTIAL FUNCTIONS):**

*To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described.*

- \* Instructs and guides the class in an efficient and effective manner
- \* Maintains accurate records of student work and attendance
- \* Prepares thoroughly for each instructional hour
- \* Maintains a safe and orderly learning environment
- \* Grades and returns student work in a timely manner

\* Counsels students regarding their grades and progress in the course

Constructs classroom materials that support the goals of the course

Designs curriculum and a schedule of instruction

Maintains regular office hours

Stays abreast of most current teaching methods and technology in the classroom

Uses assessment techniques to improve learning and teaching

Serves on college or department committees as needed

Attends professional development opportunities when possible

Assists with establishing goals and objectives for the course, selecting text and constructing a syllabus

Maintains communication with instructors from other divisions in order to keep courses up-to-date and appropriate

Participate in graduation exercises

## **QUALIFICATIONS:**

### **Knowledge, Skills & Abilities:**

Knowledge of and facility with technology and software including graphing calculators, computers, and web-based resources

Intermediate skills with MS Office products including MS Word and Excel

Excellent organizational skills

Excellent written and verbal communication skills

### **Requirements:**

Master's degree in Mathematics or Mathematics Education OR a Master's degree in a related field with 18 graduate semester hours in Mathematics.

**Unofficial transcripts must be attached with your online application prior to submission or submitted to Human Resources immediately upon completing the application. If your transcripts are not submitted, your application may not receive full consideration.**

One year full-time or equivalent teaching experience in the area of Mathematics.

### **Preferences:**

Three years teaching experience in the area of Mathematics.

Community college teaching experience.

Online teaching experience.

