ILLINOIS VALLEY COMMUNITY COLLEGE
PART-TIME INSTRUCTOR IN ENGLISH

Reports to: Dean, Division of Humanities, Fine Arts, and Social Sciences

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- **Learner-centered Teaching**: Teach courses according to relevant student learning objectives. Regularly assess student learning to continuously improve instruction. Endorse learner-centered scheduling, including evening and Saturday courses, extension courses, and/or distance learning.

- **Curriculum Development**: Develop and/or revise course(s) in collaboration with colleagues. Propose and develop inter and/or intra-divisional course offerings. Explore and develop curriculum articulation agreements with area high schools, colleges, and universities. May be required to perform coordinator duties.

- **Technology**: Integrate instructional technology as appropriate in the discipline, including maintenance, organization, and utilization of lab spaces and equipment, and exploration of on-line course delivery and web-based course components.

- **Involvement**: Support IVCC's Student Development activities, and participate in divisional and/or college-wide committees. Participate in institutional and community activities. Facilitate student success by participating in recruitment and retention activities. Comply with all legal and ethical obligations, including FERPA, ADA, and other regulatory legislations. Establish and maintain contact with external stakeholders. Maintain accurate attendance and scholastic records of students and submit required reports according to published deadlines.

- **Professional Development**: Initiate and maintain active participation in professional development opportunities that encompass the discipline and teaching effectiveness.

- **Philosophy**: Continually strive to achieve the college **Mission**, **Vision** and **Purposes**, and model the college's **Valued Practices**.

QUALIFICATIONS:

- Required: Master's in English, or Master's in a related field and 18 graduate credit hours in English. Graduate coursework must be from an accredited college/university.
- Concentration in Composition & Rhetoric preferred.
- Previous teaching experience at the college level preferred.
- Experience or familiarity with online teaching preferred.
- Availability to teach courses in various modalities (In-Person, Blended, Online, Dual Credit) and at various locations (main campus, extension sites, in-district high schools).
- Demonstrated commitment to the mission of the community college.