

College Math Instructor (Full Time)

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 College **Math Instructor**. This is an outstanding opportunity for a service-oriented individual to help our students begin their journey toward their new careers.

SUMMARY:

Provide quality instruction to students through well prepared classes and assignments, helping students reach their educational goals. Responsible for teaching, learning, documenting student progress, curriculum development, advising, and professional development.

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

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

JOB FUNCTIONS:

- Meet each assigned class with punctuality and enthusiasm.
- Adequately prepare all course materials and lessons.
- Provide clear course expectations and implement class activities that will promote maximum learning.
- Cover the course content, engage students to encourage participation and learning while maintaining mutual value and respect.
- Submit class rosters, grade reports, grade books, textbook requests, inventories, final examinations in a timely fashion as needed.
- Identify students who are not on par with academic standards for achievement, implement success plans and advise necessary staff/faculty.
- Post and maintain office and classroom schedules, making time for student advising, tutoring and mentoring.
- Evaluate and revise curriculum as necessary.
- Attend regularly scheduled professional development sessions, as advised.
- Conduct 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.
- Carries out college policies in all aspects that relate to the position.
- Responsible to maintain credentials as required by accrediting councils, agencies, and regulatory bodies.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organizational and communication skills
- Proficiency in Word, Excel, Powerpoint
- Demonstrate leadership and work well with others
- Knowledge of Moodle LMS preferred

EDUCATION AND EXPERIENCE:

- Bachelor's degree/Master's degree in Mathematics preferred.
- Minimum of 2 years of experience teaching

BENEFITS AND COMPENSATION:

- CBD College offers excellent benefits and highly competitive compensation

www.cbd.edu

CBD College is proud to be an equal opportunity employer, and we seek candidates who desire to work in and serve an ethnically-diverse population.

