

FORT SCOTT COMMUNITY COLLEGE

Position Description MI15

NAME: _____ **JOB TITLE:** Developmental Education Specialist

DIVISION/DEPARTMENT: MILL

RESPONSIBLE TO: Dean of Instruction

MONTHS PER YEAR: 12 **HOURS PER WEEK:** 40 **UPDATE:** 2-10

CREDENTIALS:

- Master's Degree in Developmental Education, English, Mathematics, or closely related field preferred. Bachelor's Degree in afore mentioned criteria required.
- Three years developmental education teaching experience or equivalent part-time experience in higher education or in another related adult learner setting preferred.
- Ability to establish and maintain effective collaborative relationships with various departments on campus as well as other employees, students, and the public.
- Ability to work with, relate to, and teach diverse populations of all abilities.
- Strong organizational skills and effective oral and written communications skills.
- Ability to use classroom technology.
- Ability to gather data, compile information and prepare reports
- Demonstrated knowledge of issues currently affecting higher education and developmental education students in the community college setting.
- Experience in curriculum design using, including outcomes and assessment, and alternative delivery methods.

JOB PURPOSE:

This position is responsible for curriculum development and implementation, assessment, and day-to-day classroom instruction at the Maximized Individual Learning Laboratory (the MILL) at Fort Scott Community College.

MAJOR JOB DUTIES:

- Develop and enhance curriculum for developmental education at FSCC.
- Teach English, math, reading, and/or study skills courses using innovative methods.
- Identify appropriate outcomes for courses and develop innovative and appropriate assessment of achievement of those outcomes.
- Assess students using standardized tests such as Compass, Nelson-Denny, and WRAT.
- Coordinate with academic units and departments to monitor student performance and student services, as well as educate faculty and staff about developmental education.
- Collect data and contribute to reports on developmental education at FSCC.
- Develop and maintain student portfolios.
- Some travel with overnight trips and evening hours may be required.

Employee: _____
Signature

Date

All job descriptions are subject to revision based on changing needs of the college.