

**DAWSON COMMUNITY COLLEGE
POSITION DESCRIPTION**

SPONSORSHIP IS NOT AVAILABLE FOR THIS POSITION.

TITLE: Faculty Instructor – Mathematics

DATE: March 2025

SUPERVISION RECEIVED: Dean Academics

POSITION NUMBER: F99990

DEPARTMENT: Academics - Transfer

FLSA STATUS: Part-time, tenure-track faculty

SUPERVISION EXERCISED: Student
Employees; Work Study Students as needed.

SALARY RANGE: \$34,153 - \$76,068

**** WAGES COMMENSURATE WITH EDUCATION & EXPERIENCE ****

SUMMARY OF WORK: The faculty instructor for Mathematics is responsible for assisting in the instruction of mathematics-related courses within our transfer and career and technical business tracks. Instructional faculty have the important responsibility of creating an innovative learning environment both inside and outside the classroom to inspire success and excellence in student learning. This faculty is responsible for collaboration within our Mathematics program for program development and improvement, student recruitment and advising, dual enrollment, and articulation. This person demonstrates the academic and professional qualifications and relevant experience in education required for providing effective leadership for the program and students in both transfer and career and technical tracks.

EMPLOYMENT WITH DAWSON COMMUNITY COLLEGE:

Employees at Dawson Community College are required to demonstrate kindness, respect, integrity, and professionalism for others. We adhere to the highest ethical standards in the fulfillment of our jobs, to honor the College. Employees at DCC hold themselves and each other to a higher threshold of respect and practice respect for the people with whom we work and serve. Respect creates an atmosphere conducive to belonging, unity, connection, and success while learning.

Professionalism at Dawson Community College involves being mindful of our actions when interacting with students, colleagues, and community members. Respect for those with whom we share the common goal of serving students is a core value and is reflected in all job performance evaluations.

Employees at Dawson Community College support and promote a positive image of Dawson Community College.

DUTIES AND RESPONSIBILITIES:

- Teach a variety of mathematics courses, including developmental math, algebra, statistics, calculus, and applied mathematics.
- Design and deliver engaging, inclusive lesson plans that accommodate diverse learning styles and incorporate real-world applications.
- Utilize diverse instructional methods, including lectures, technology-based learning, problem-solving sessions, and collaborative activities.
- Assess and evaluate student learning through exams, assignments, and projects; maintain accurate and timely grade records at required intervals.
- Provide academic advising, mentorship, and tutoring to support student success and retention in mathematics courses.
- Foster an inclusive, supportive classroom environment that promotes confidence, critical thinking, and quantitative reasoning skills.
- Participate in the development, review, and continuous improvement of math curriculum to meet accreditation standards and transfer requirements.
- Engage in ongoing professional development to enhance subject matter expertise, instructional effectiveness, and teaching best practices.
- Serve on college committees and contribute to academic planning, including budget recommendations for instructional resources.
- Ensure compliance with college policies, accreditation standards, and regulatory requirements; perform additional duties as assigned by the Dean of Academics or designee.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee.

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

This institution is an equal opportunity provider.

Required Qualifications:

- Master's Degree or higher in Mathematics, Math Education, or other directly related field. A minimum of nine (9) graduate-level credits must be in Mathematics. All coursework must be from an accredited college or university.
- Demonstrated affective communication skills and ability to build strong relationships with local high schools and community organizations.
- High level of professionalism and confidentiality.
- Must be able to take initiative and work independently as well as part of a team.

Preferred Qualifications:

- Teaching experience (either at the college or secondary level)
- Ph.D. In mathematics, math education, or other directly related field.
- Nine (9) graduate-level credits in an additional, related discipline: e.g. Statistics, Engineering, Computer Science, Economics, etc.
- Online teaching experience

COMPLETED APPLICATION PACKET MUST INCLUDE:

- Completed Dawson Community College application • Current resume
- Cover Letter
- Copies of all college transcripts
- Three professional references (names, addresses, and phone numbers).

INQUIRIES MAY BE DIRECTED TO:

**Human Resources Department hr@dawson.edu
406-377-9430**

Qualified protected class individuals are encouraged to apply. Dawson Community College must comply with the Immigration Reform and Control Act of 1986. If hired, you will be required to provide documents to show your identity and authorization to work as well as information to conduct a background check.

Nondiscrimination Policy:

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator.
Telephone: (406) 377-9412. **Email:** dnyberg@dawson.edu.. **Mailing Address** Daisy, Title IX Coordinator, 300 College Drive,
Glendive, MT 59330