



# MCDOWELL TECHNICAL COMMUNITY COLLEGE

Job Description Form

Division/Department	Arts and Sciences
Job Title	Faculty, English
Reports to	Dean, Arts & Sciences

Level/Grade	Type of position: <input checked="" type="checkbox"/> Full-time Permanent <input type="checkbox"/> Full-time Temporary    Part-time Temporary <input checked="" type="checkbox"/> 9.5 month <input type="checkbox"/> 12 month
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Revision Date 05/29/12; 06/10/2021; 3/07/2023; 3.20.2024; 4.1.2026

**INTRODUCTION TO MTCC**

**Location**  
 MTCC is located in Marion, N.C., a small, pleasant town at the edge of the Blue Ridge Mountains with the tagline, "Where Main Street Meets the Mountains." Just off Interstate 40, Marion is located approximately 35 miles east of Asheville in McDowell County.

**The College**  
 Our Vision at MTCC is to *learn and grow* while focusing on individuals, our community, and our institution. In our recently-launched Vision 2025 Plan, we established a new set of College Value statements that guide our employees' work:

- We are **Caring** and **Supportive** of all.
- We are **Reliable** and **Available** when needed.
- We are **Sincere** in our Commitment.
- We are **Amazing**.

**Institutional Goals**—All employees play a role in our collective work to make measurable progress by the end of 2025 towards each goal.

- Goal 1: Access—We will expand learning opportunities and remove barriers to enrollment.
- Goal 2: Retention and Progression—We will enhance student support with holistic, wrap-around student services and decrease barriers to persistence.
- Goal 3: Quality—We will improve quality through intentional partnerships and finding equitable solutions to enhance the learning environment.

- Goal 4: Success-- We will increase opportunities for student success and transitions to further education or employment.

### **GENERAL RESPONSIBILITIES**

Under the supervision of the Dean of Arts and Sciences, the Chief Academic Officer, and in accordance with the overall plan of the College, the curriculum faculty help provide effective learning conditions for all students through the design, planning, organization, execution, and evaluation of student performance in assigned areas, curriculum courses, classes or programs.

### **SPECIFIC RESPONSIBILITIES**

1. Instruct scheduled courses in English and Literature in accordance with the Program of Study and the description published in the MTCC Catalog and the North Carolina Community College System Common Course Library.
2. Collaborates with the Dean of Arts and Sciences and/or Department Chair in developing, implementing, and evaluating the curriculum and program outcomes.
3. Participates in planning, implementing, and evaluating program policies for admission, progression and retention to support students in meeting graduation requirements.
4. Functions as an academic advisor for assigned student caseload including registration duties.
5. Participates in departmental, advisory, and administrative support committee meetings as scheduled.
6. Instruct course load in compliance with faculty workload policy for adult students, workforce development and dual enrollment programs to include day/evening/weekend semester schedules when necessary.
7. Schedule and post regular office hours for consultations with students.
8. Accurately complete and submit paperwork in a timely manner to the appropriate area, including: office hours, course syllabus for each course taught, attendance rosters, grade sheets, drop/add forms, independent study forms, course substitutions, credit by exam forms, surveys, etc.
9. Assist the Dean of Arts and Sciences and/or Department Chair in maintenance of current and permanent official student records with storage that prevents damage and unauthorized use in compliance accrediting and certifying agencies.
10. Recommend textbooks with Dean of Arts and Sciences and/or Department chair in accordance with the college's textbook ordering procedures.
11. Supports the college in planning and implementation of culturally responsive teaching and learning principles.

12. Actively participate in professional development activities related to respective disciplines for personal growth development including membership in professional organizations.
13. Actively recruit students by participating (as schedule permits) in recruiting functions on and off campus.
14. Implement all policies as established by the Board of Trustees.
15. Other duties as assigned.

#### **QUALIFICATIONS**

Education must be commensurate with academic area and within the guidelines of the North Carolina Community College System and the Southern Association of Colleges and Schools. A master's degree with a minimum of 18 graduate semester hours in English. Candidate must be a dependable, dedicated professional and highly motivated self-starter. Must possess excellent oral and written communication skills and proficiency with computer software and learning management systems. Ability to present a professional teaching presence for theory and practical skills to develop rapport with students, faculty and workforce industry partners. Faculty must demonstrate competence in subject matter and be dedicated to adult and community college education. Preferred experience with online teaching and learning.