



Continuing Education

777 Grandview Drive, Kalispell, MT 59901 www.fvcc.edu

INSTRUCTOR POSITION DESCRIPTION

Summary

The Continuing Education instructor is responsible for assisting students in attaining their classroom goals. The instructor is under the supervision of the Director of Continuing Education.

Essential Duties and Responsibilities

Meet all assigned classes and make alternative arrangements for the class when absence is unavoidable.

Present the subject matter to the students and teach within the guidelines of the course syllabus.

Class time is not to be used to overtly and explicitly sell a product or service with which the teacher is associated or can financially benefit.

Maintain an updated course description form for each class.

Improve, update, and revise courses periodically to keep them current.

Demonstrate a professional and helpful attitude toward students.

Plan and provide learning experiences at a level that is both challenging and will allow for student success.

Use materials to develop appropriate and effective teaching methods to facilitate student learning.

Maintain attendance records and submit completed rosters to the Continuing Education Center.

Submit completed liability and evaluation forms as applicable.

Required Qualifications

Applicant must demonstrate knowledge of subject matter and teaching competency.