



ENTERPRISE-OZARK COMMUNITY COLLEGE

Your Investment in Excellence

INTENT TO EMPLOY

Music Instructor

POSITION:

QUALIFICATIONS:

Required: Masters Degree with 18 graduate semester or 27 quarter hours in music. Strong interest in directing show choir.

POSITION SUMMARY:

Full-time faculty members are directly responsible to their division chairperson and through them to the Dean of Instruction. Full-time faculty members are required to devote a minimum of 35 hours per week to the performance of their on-campus duties. These duties shall include but not be limited to preparation of teaching, student advising, committee work, and divisional and other assignments.

DUTIES AND RESPONSIBILITIES:

SEE ATTACHED JOB DESCRIPTION

SALARY:

Based on State Board of Education Salary Schedule D-1 and experience. Salary Range (\$38,077 - \$58,091) 9-month

POSITION AVAILABLE:

August 18, 2008

POSITION DEADLINE:

Applications must arrived in the office of Human Resources no later than 1:00 p.m., **Friday, June 6, 2008**

APPLICATION PROCEDURE:

All applicants must submit a complete application packet which consists of the following:

- A completed, signed Enterprise-Ozark Community College application for employment
- Current resume
- Official or unofficial copies of college transcripts verifying required education.
- Copies of current or past choir performance reviews, critiques, evaluations, etc. (maximum of 4)

Only complete application packets received by the deadline date will be considered. From all the applications received, a search committee will review applications, interview the eligible applicants, and select candidates for further consideration by the President. Interviews will be by appointment only. Applicants must travel at their own expense. *Applicants selected for an interview must demonstrate proficiency in written English as part of the on-campus interview process.* **Employment is contingent upon receipt of clearance notice from criminal background check.**

Enterprise-Ozark Community College application for employment forms is available at www.eocc.edu. Blank applications are available from, and application packets should be returned to, the following:

Human Resources (ATTN: 2007-08:24)
Enterprise-Ozark Community College
P O Box 1300
Enterprise, AL 36331
334-347-2623 ext 2222

Enterprise-Ozark Community College is an equal opportunity employer. It is the official policy of the Alabama Department of Postsecondary Education, including postsecondary institutions under the control of the State Board of Education, that no person shall, on the grounds of race, color, handicap, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. Enterprise-Ozark Community College will make reasonable accommodations for qualified disabled applicants or employees. The College reserves the right to withdraw this intent to employ at any time prior to the awarding.

Enterprise Campus
600 Plaza Drive/P. O. Box 1300
Enterprise, AL 36330/36331
(334) 347-2623

Ft. Rucker Site
Bldg. 4502, Kingsman Street
Ft. Rucker, AL 36362
(334) 598-3438

Aviation Center Mobile
1975 Avenue C
Mobile, AL 36615-1403
(251) 438-2816

Ozark Aviation Campus
3405 Highway 231 South
Ozark, AL 36360
(334) 774-5113

ENTERPRISE-OZARK COMMUNITY COLLEGE
Job Description

- Job Title:** Music Instructor
- Department:** Music
- Reports to:** Chair, Fine Arts Division and Dean of Student Services
- FLSA Status:** Exempt
- Job Summary:** Full-time faculty members are directly responsible to their division chairpersons and through them to the Dean of Instruction. Full-time faculty members are required to devote a minimum of 35 hours per week to the performance of their on-campus duties. These duties shall include but not be limited to preparation of teaching, student advising, committee work, and divisional and other assignments. Specific duties and responsibilities include the following:

Specific Duties and Responsibilities:

I. Instructional Responsibilities

A. Course Preparation:

The instructor provides first day handouts which include:

1. Course objectives.
2. Outline of content.
3. Evaluation methods/grading criteria.
4. Student responsibilities relative to attendance, punctuality, conduct or other behaviors.

The instructor:

1. Reviews and revises regularly course syllabi, textbooks and other materials, and methods in all courses taught.
2. Plans carefully for each class session.

B. Classroom Instruction: The instructor:

1. Follows policies or procedures stated in first day handouts.
2. Meets with classes regularly and punctually, or makes other arrangements for all scheduled classes.
3. Teaches the class so as to meet the stated objectives of the course.
4. Maintains adequate and accurate student records.
5. Submits timely reports of student records.
6. Maintains and follows approved course syllabi in presentation of course content.
7. When assigned, teaches any or all of the following:
Music Appreciation
Music Theory
Rehearsal and Performance I, II, III and IV
Show Choir I, II, III and IV
Concert Choir I, II, III, and IV
8. Be responsible for acquisition and maintenance of instruction-related equipment

- C. Learning Assessment: The instructor
 - 1. Follows stated criteria in grading student work.
 - 2. Returns student work promptly.
 - 3. Evaluates students based on stated objectives.
- II. Responsibilities to College and Student Services: The instructor
 - A. Direct choral ensembles (Show Choir and Concert Choir)
 - 1. Recruitment of personnel.
 - 2. Concert preparation and presentation (Fall, Christmas and Spring).
 - 3. Supervise Student Services unit budget(s) for ensembles.
 - 4. Procure and maintain ensemble music, instruments and equipment.
 - 5. Provide a dynamic public relations service for the college.
 - 6. Provide entertainment for civic, community, state, education, and military organizations.
- III. Responsibilities to Students: The instructor
 - A. Treats all students impartially.
 - B. Treats all students with respect.
 - C. Is accessible to students outside of scheduled classes.
 - D. Advises students in planning their academic programs.
 - E. Accommodates students with documented disabilities.
- IV. Divisional Responsibilities: The instructor
 - A. Attends and participates in divisional meetings.
 - B. Works cooperatively with others to plan and accomplish the goals of the division.
 - C. Provides input into curricula and program development.
 - D. Completes other tasks assigned by division chairperson.
- V. Institutional Responsibilities: The instructor
 - A. Operates within the organization structures and policies of the College.
 - B. Works cooperatively with others to plan and accomplish the goals of the College.
 - C. Attends and participates in College and faculty meetings.
 - D. Participates on committees.
 - E. Completes additional tasks assigned by the Dean of Instruction and/or the President.
- V. Personal and Professional Development: The instructor
 - A. Participates in College sponsored professional development programs.
 - B. Remains informed of trends and developments affecting the instructor's discipline and job performance, identifies own needs and seeks appropriate resources to meet goals for professional development.

Required Education/Work Experience: Master's Degree with 18 graduate semester hours in field and strong interest in directing show choir.

Required License/Certification: None

Other Special Qualifications/Requirements of the Job: None

Reviewed by Supervisor:

Signature

Date of Review