



# Example of Math Instructor Job Description

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Our growing company is looking for a math instructor. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for math instructor

- Develop and file appropriate syllabi for each course taught, ensuring that each syllabus conforms to required and approved curriculum, has appropriate content and pedagogy, and reflects currency in field
- Recommend textbooks and other instructional materials, including classroom and laboratory equipment, to dean
- Keep students informed about their progress through the prompt evaluation and grading of papers and other work
- Maintain and report accurate and complete scholastic records, including attendance records
- Participate in program and curriculum review and development
- Develop and assess student learning and program level outcomes
- Utilize the results of student learning outcomes assessment to make improvements in teaching and learning
- Post and maintain office hours for student consultations
- Participate in student recruitment and articulation programs
- Participate in faculty recruitment and peer evaluation

## Qualifications for math instructor

- Design all instructional activities and components of the course
- Prepare a syllabus for each course that follows the CTD template
- Submit syllabus to administrative staff for review by the provided due date
- Choose appropriate instructional materials for the course including books, films, software, lab supplies and other necessary equipment within budget as

- Submit materials requests to CTD administrative staff by communicated deadlines
- In consultation with administrators, select or create appropriate and meaningful evaluation instruments for each course, including pre- and post-assessments