



Example of Math Instructor Job Description

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Our innovative and growing company is looking to fill the role of math instructor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for math instructor

- Participate in non-teaching assignments including instructional development, academic advising, student orientation, registration assignments, college-wide and/or division activities and committees, professional development, internal and external service, and other assigned responsibilities determined in consultation with the dean
- Ongoing design, implementation, assessment, and improvement of specialty courses and supplemental workshops
- Teach specialty courses and facilitate workshops for STARS program
- Hold regular office hours for individual and group assistance (some hours may be held in evenings outside of daytime hours)
- Design, create, plan, and implement math-'til-you-drop (MTUD) sessions for STARS students
- Set clear standards for students in all courses and workshops so students can easily track their progress
- Actively facilitate and encourage group study
- Advise students outside of courses and workshops about mastering academic success and improving study skills – identify problems with learning and testing, develop effective group and individual solution strategies, and refer to STARS counselors and director as needed
- Assist students in effectively making clear connections between the math problem-solving process and the problem-solving process in general in other disciplines

grades, and attitude

Qualifications for math instructor

- Contact Residential Teaching Assistant (RTA, Equinox only) or Teaching Assistant (TA) and the Lab Prep Coordinator, if applicable, to review course syllabus and schedule
- Become familiar with any medical notes
- Minimum of three years of community college teaching experience
- Strong familiarity with statewide and national mathematics education reform efforts
- Experience with teaching in individually guided, computer-based instructional settings
- Master's Degree in Math or 18+ graduate credit hours in Math