



THE KING'S COLLEGE
NEW YORK CITY

JOB DESCRIPTION

JOB TITLE: Lecturer for King's Online

DEPARTMENT: Academic Affairs

REPORTS TO: Associate Provost

WORKS CLOSELY WITH: Students, Program Chairs, Academic Affairs staff

EMPLOYEE TYPE: Part Time

FLSA STATUS: Exempt

DATE PREPARED: November 2021

POSITION SUMMARY:

The instructor will guide students through the learning experience for the assigned class and is responsible to present (asynchronously, using pre-existing materials) and explain course material, spur discussion or other student participation, grade assignments in a timely manner, and, in general, engage in regular and substantive interaction with students throughout the term. Must be able to affirm and willing to teach in accordance with the College's Statement of Faith.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Ensure that the course syllabus is complete and accurate, includes instructor details, and conforms to the general syllabus standards and requirements given by the Provost's Office and to the master online syllabus for the course being taught.
- Ensure that the LMS course shell is correctly set up for the term (Confirm that dates are correct, exam and quiz settings are correct, etc.), including an instructor- and term-specific welcome video and introductory email.
- Set performance expectations and provide guidance to students as they take the course.
- Engage all students in regular and substantive interaction over the course of the term.
- Post a weekly announcement to students, including a summary of the course material to be covered that week and a list of graded assignments due that week.
- Initiate, facilitate, moderate, and participate in online discussion forums. Engage current events as appropriate.
- Grade assignments (quizzes, tests, papers, etc.) in accordance with master course rubrics, provide performance feedback, and respond to student inquiries in a timely manner.
- Keep course gradebook records up-to-date throughout the term and submit final grade data to the Registrar in a timely manner.
- Provide timely feedback to students' questions and concerns (within 24-48 hours unless lecturer has warned students that he/she will be unreachable for a certain period of time), referring students to technical support as needed.
- Hold office hours for a minimum of 4 hours per week per course; require all students to meet synchronously with the lecturer at least twice each term or institute a comparable plan for regular synchronous contact with students.
- Monitor student attendance and participation in the class according to the TKC online attendance policy.



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- Track and monitor the academic success of each of the students and intervene as necessary, including putting struggling students in touch with academic support staff and providing tutoring support.
- Enforce course deadlines and other administrative policies.
- Complete assigned training in online pedagogy and use of the LMS.
- Communicate course revision suggestions to Program Chair, the course Master Professor, and Instructional Designer for review.
- Be attentive and responsive to communication from Program Chair, course Master Professor, Academic Affairs staff, and other College administration.
- Utilize other best practices in online teaching methods as communicated by Academic Affairs staff and administration.
- Operate in a collegial and constructive manner with other.

ESSENTIAL SKILLS & EXPERIENCE:

- Ph.D. or equivalent terminal degree in instructional discipline (preferred)
- Experience in online instruction (preferred)
- Excellent oral and written communication skills
- Excellent critical thinking and decision-making skills
- Willingness to work in an accelerated learning format and to work online with students on a daily basis
- Access to a personal computer with reliable high-speed internet

PHYSICAL DEMANDS & WORK ENVIRONMENT:

General office environment; mental concentration normal plus periods of concentrated attention (2-4 hours).

EQUAL EMPLOYMENT OPPORTUNITY:

It is the policy of The King's College to provide equal employment opportunity for all applicants and employees who share its faith and mission. The King's College does not unlawfully discriminate on the basis of age, race, creed, color, national origin, military status, sex, disability, predisposing genetic characteristics, and/or marital status.

SIGNATORY ACKNOWLEDGEMENT:

The employee is expected to adhere to all College policies and to act as a role model in the adherence to those policies.

I have read and understand this explanation and job description.

SIGNATURE: _____

DATE: _____