

# MAINE MARITIME ACADEMY

A College of Engineering, Management, Science, and Transportation

## INSTRUCTOR OF MATHEMATICS - One Year Temporary Appointment

### POSITION OVERVIEW

This document describes duties that the Academy expects of faculty members. You will be reviewed and evaluated on the basis of how well you perform these duties.

### TEACHING

Teaching responsibilities include time spent in the classroom, laboratory, or training ships and in immediate preparation for these; maintaining and improving competence in subjects being taught; preparing contemporary teaching materials; conferring with students on course materials; directing individual and group studies and practica; reviewing written examinations and papers; evaluating presentations; supervising independent study projects, and supervising or teaching clinical cooperatives or industry programs.

### OTHER ASPECTS OF FACULTY PERFORMANCE

Collegiality, as well as professional and ethical conduct, enhances teaching, learning and the general reputation of all persons in the academy. Therefore, all faculty members are expected to serve in a collegial fashion and in accordance with professional and ethical principles when dealing with other faculty members, students, administrators, and members of the public.

### DUTIES

- To teach at undergraduate and/or graduate level in areas allocated by the Department Head or Dean.
- To contribute to the development, planning and implementation of a high quality curriculum.
- To assist in the development of learning materials, preparing lesson plans and maintaining records to monitor student progress, achievement and attendance.
- To participate in departmental and faculty seminars aimed at sharing research outcomes and building interdisciplinary collaboration within and outside the department.
- To participate in the development, administration and marking of exams and other assessments of students within and without your department.
- To provide advice and support to students.
- Inform students of their progress by promptly returning assignments, quizzes, papers and exams
- Hold appropriate office hours weekly.
- To participate in the administration of the department's programs and other activities as requested.
- To contribute to departmental, faculty, or Academy-wide working groups or committees as requested.
- To maintain one's own continuing professional development.
- To maintain an awareness and observation of fire and health and safety regulations.

All academic staff are expected to demonstrate their ongoing commitment to academic excellence; that is, to the conduct of possible research, publication, teaching and other forms of knowledge transfer, at the highest levels of achievement.

### ESSENTIAL SKILLS

- Teaching and other forms of public presentation.
- Proven record of ability to manage time and work to strict deadlines.
- Ability to write clearly and tailor communication style to meet the needs of the recipient.

- Ability to work collaboratively.
- Ability to share in organization and management of various Academy programs.
- Commitment to high quality teaching and fostering a positive learning environment for students.
- Commitment to continuous professional development.
- Commitment to MMA's policy of equal opportunity and the ability to work harmoniously with colleagues and students of all genders, cultures and backgrounds.
- Excellent interpersonal, organizational and communication skills are essential.
- Ability to maintain composure in stressful situations.
- High degree of professionalism.
- Demonstrated integrity and ability to maintain confidentiality.
- Demonstrated ability to adapt to changing priorities and conditions.

#### **MINIMUM QUALIFICATIONS**

- A Masters degree in Mathematics, Applied Mathematics, Mathematics Education, or a related field in Science or Engineering.

#### **PREFERED QUALIFICATIONS**

- A strong track record of successful teaching, particularly working with under-prepared students. Experience teaching via online modalities.

#### **SPECIAL CONDITIONS**

- Background check is required
- Must present original copies of transcripts
- Tobacco-free campus