

Funeral Service Instructor 10 month

Position Information	
Position Title	Funeral Service Instructor (10-Month)
Announcement Summary	<p>Fayetteville Technical Community College is seeking qualified applicants for this full-time position in Funeral Service Education, primary instruction will be in Restorative Arts.</p> <p>The program’s objectives are to educate students in every phase of funeral service and to help them develop the proficiency skills and ethical conduct necessary to be successful in the profession. Qualified candidates will possess the ability to use a computer to teach and use basic Microsoft applications, demonstrate evidence of varied work experiences in the field of Funeral Service.. Possess a willingness to be open-minded, fair, have the ability to see multiple perspectives; accept responsibility for professional and personal growth, and focus on quality customer service with the goal of student success.</p> <p>We offer a valuable benefits package that includes the following:</p> <ul style="list-style-type: none"> NC State Health Plan NC State Retirement Plan Paid Leave Paid Holidays Cafeteria Plan (IRS Code Section 125) Educational Benefits Longevity TRICARE Supplement Benefits Full-time employee benefits.
Duties	<p>Provide quality instruction for face-to-face and online courses to include days, evenings, and weekends to a diverse student population in a manner consistent with the department’s standards, ABFSE accreditation standards, and with the content in the approved course outline and plan of instruction. This includes, but is not limited to work-based learning management, funeral directing, funeral sciences, and decedent care.</p> <p>Duties may include, but are not limited to the following:</p> <ul style="list-style-type: none"> Incorporate latest instructional technologies in course delivery and utilize interactive learning technologies to engage students in the teaching and learning process. Assist in recruiting new students into the program through various methods and activities. Advise and register students who are in the program. Participate in the intake and processing of anatomical donations. Monitor and improve student retention in coursework, semester to semester, leading to successful graduation..

Provide recommendations for program changes based on industry trends and input from the advisory board.

Provide input on program review, assessment, and other departmental activities to benefit students and the programs' success.

Periodically evaluate, revise, and update existing courses for relevancy and currency consistent with the role and mission of the college and current ABFSE accreditation standards.

Ability to assist the Department Chair with maintaining ABFSE accreditation documentation and all related processes.

Participate in the program accreditation process, department planning, and program review.

Maintain communication with the Department Chair and affiliated funeral service personnel on campus and at the community and state level..

Provide quality customer service to students, faculty, and staff to include quick response time in grading, and response time to inquiries via phone and email.

Continually develop and improve skills through professional development.

Participate in faculty committees and other activities as assigned.

Mastery of Subject Matter:

Demonstrate a thorough, accurate, evidence-based, and up-to-date knowledge of the assigned field or discipline.

Display the ability to interpret and evaluate the theories of the assigned field or discipline.

Connect the assigned subject matter with related fields.

Demonstrate competency in laboratory and clinical areas, as appropriate.

Teaching Performance:

Teach all courses according to the published curriculum with an assigned course load to meet the College guidelines, goals, and objectives.

Prepare, distribute, and submit syllabi and approved course outlines for all assigned sections in accordance with program and division policies.

Plan, organize, and facilitate learning strategies to communicate subject matter for maximization of student learning.

Modify, where appropriate, instructional methods and strategies to improve student retention, meet diverse student needs, and make referrals for students needing additional assistance.

Recommend to the Department Chairperson or Program Coordinator improvements to the instructional program including, but not limited to curriculum, textbooks, instructional techniques, modes of delivery, equipment, hardware, software, and facilities.

Maintain currency and incorporate new instructional techniques and technologies into the face-to-face and/or virtual classrooms.

Periodically evaluate and develop new courses. Revise and update existing courses for relevancy and currency consistent with the role and mission of the college.

Maintain face-to-face and/or virtual classroom environments conducive to student learning, engagement, and retention.

Mastery of Instructional Technology:

Use current technologies to enhance teaching and student learning. Demonstrate knowledge of and skill in completing basic computer operations.

Develop and maintain an electronic learning site for all assigned courses through the current learning content management system (LCMS), Blackboard.

Ensure all assigned online courses are in compliance with FTCC's Online Standards Handbook.

Employ search engines and other electronic resources to locate new, relevant, current, and verified information, activities, and resources.

Provide online study guides or other support materials for assigned courses.

Use and explain to students how to locate and use reference materials available via electronic means through online databases, as appropriate.

Evaluation of Student Learning:

Organize course and subject matter to acquaint all students with course requirements including learning outcomes and methods of measurement and evaluation.

Maintain accurate scholastic and membership records of students enrolled in classes and prepare and submit reports as required.

Use evaluation tools and methods appropriate to the domain of learning being evaluated. Evaluate student performance fairly and consistently and return student work promptly to maximize student learning.

Demonstrate sensitivity to student needs and circumstances.

Support of College Policies and Procedures:

Maintain confidentiality of student information per the college and FERPA guidelines.

Maintain currency in the assigned subject matter through involvement in professional organizations and attending or facilitating professional meetings, conferences, or workshops, on-campus and off-campus.

Submit a Personal and Professional Development Plan to the Department Chairperson or Program Coordinator, annually, demonstrating acceptance of responsibility for professional and personal growth.

Substitute for other instructors within the field or discipline in case of an absence.

Teach classes, as assigned, in a multi-campus, online, or face-to-face environment.

Conduct and report periodic inspections of 1) classrooms, labs, and offices for health and safety issues, 2) ensure compliance with lockout/tagout procedures for all machinery or equipment used in classrooms, labs or offices, and 3) (for lab instructors) all hazardous materials and compliance with FTCC procedures for labeling and disposal of hazardous waste materials.

Actively engage in the development and implementation of program review, assessment, strategic planning, curriculum/program improvement, recruitment, and retention efforts.

Adhere to current requirements and submit documentation, as needed, for licensure, certification, registration, health requirements, and/or other validation requirements, as appropriate.

Maintain historical files of email correspondence per the Records Retention Schedule.

Exercise stewardship of college facilities, supplies, and equipment.

Operate with integrity in all matters.

Participation in College, Division, and Program Activities:

Serve as faculty advisor to students.

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	<p>Post and maintain regular office hours to ensure accessibility for advisement and consultation with colleagues and day, evening, weekend, and online students. Establish and maintain regular contact with advisees to provide the advice and encouragement to keep the students focused on their educational goals. Perform registration duties, as assigned. Attend and participate in all scheduled faculty, committee, and college-wide meetings, including graduation ceremonies. Uphold the dignity of the profession by appropriate dress, behavior, maintenance of office and classroom environments, and communications. Demonstrate strong interpersonal skills in communication with students, colleagues, staff and administrators as an individual or team member.</p> <p>Contribution to the Growth and Enhancement of College Mission and Programs:</p> <p>Sponsor student organizations, as appropriate and assigned, and participate in student-based activities. Foster and sustain collegial relations with colleagues, college representatives, the local community, and professional organizations. Perform other duties as assigned.</p>
<p>Qualifications</p>	<p>Communication, both oral and written, skills necessary. Must have expert efficiency in Microsoft Office (Access, Excel, PowerPoint, and Word). Extensive experience, well documented in the application packet, may be considered in lieu of the degree requirement.</p>
<p>Minimum Qualifications</p>	<p>Bachelor's degree from a regionally accredited college or university and a graduate from an American Board of Funeral Service Education accredited institution in Mortuary Science or Funeral Service Education or an A.A.S in Funeral Service Education/Mortuary Science and a Bachelor's degree in applicable field.</p> <p>Must hold a valid funeral director and embalming license in the state of North Carolina or be eligible for reciprocity of current state licensure completed within three months.</p> <p>Three years work experience at a funeral home to include embalming, administrative duties to include documentation. Experience in a closely related, highly regulated field will also be considered.</p> <p>Knowledge of current funeral practices, laws, and regulations.</p> <p>Communication, both oral and written skills necessary. Must have proficiency in Microsoft Office (Excel, PowerPoint, and Word).</p>
<p>Preferred Requirements</p>	<p>Master's degree from a regionally accredited college or university. If not completed by the time of hire, the master's degree must be obtained within five years of accepting the position.</p> <p>Teaching experience at the community college or four-year college level. On-line teaching experience.</p> <p>Five years work experience at a funeral home to include embalming.</p> <p>Knowledge of curriculum development, assessments, clinical education, and effective classroom management.</p> <p>Knowledge of the American Board of Funeral Service Education accreditation standards</p>

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	<p>including procedures for program assessment and writing accreditation reports.</p> <p>Evidence of success working with students, pre-college through higher education.</p> <p>Experience with Blackboard class delivery platform.</p>
Full or Part Time	Full Time
Salary	
Number of Months	10
Work Schedule	
Employee Benefits	<ul style="list-style-type: none"> • Health, Vision, Dental Insurance • Property and Casualty Insurance • Retirement Benefits • Paid Leave, Paid Holidays • Cafeteria Plan (IRS Code Section 125) • Cancer – Intensive Care or Critical Care • Employee Assistance Program • Flexible Spending • TRICARE Supplement Benefits
Posting Number	F33-24
Posting Detail Information	
EEO Statement	The Fayetteville Technical Community College is an Equal Opportunity Educational Institution/Employer.
Open Date	09/20/2024
Close Date	10/04/2024
Special Instructions to Applicants	<p><i>Screening of applications will begin immediately, with an anticipated hire date of October 15, 2024.</i></p> <p>NOTE: All applicants under consideration for employment at Fayetteville Technical Community College will be required to complete a consent form that allows FTCC to conduct a criminal background check on your behalf so that you may be considered further for the position for which you have applied.</p> <p><i>Three (3) Professional References Are Required.</i></p> <p>Please include all relevant, well-documented experience related to this position in your</p>

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	<p>application. This is very important because that experience is used during evaluations to determine your initial salary. Please note, there is 10 years maximum experience cap in the evaluation to determine initial salary.</p>
<p>If a specialty newspaper, magazine or web site is to be used, indicate below which one(s) are recommended plus the department that will incur the cost.</p>	<p>American Board of Funeral Service Education (www.abfse.org)</p> <p>National Funeral Directors Association (www.nfda.org)</p> <p>North Carolina Funeral Directors Associations (www.ncfda.org)</p>
<p>Pass Message</p>	<p>Thank you for your interest in this position. The screening and selection process is currently underway and will continue until a successful candidate is chosen. Should review of your qualifications result in a decision to pursue your candidacy, you will be contacted.</p>
<p>Fail Message</p>	<p>Thank you for your interest in this position. Based on your responses to the questions on the employment application, you do not meet the minimum qualifications for this position. Please do not let this discourage you from applying for other positions that interest you.</p>
<p>Quick Link to Posting</p>	<p>https://faytechcc.peopleadmin.com/postings/7593</p>