Mid America College of Funeral Service, located in Jeffersonville, IN is seeking a full-time on-site Funeral Service Instructor to teach in the Funeral Service arts and science content areas along with administrative duties.

POSITION OVERVIEW:

The Funeral Service Instructor is responsible for providing and sustaining an effective learning environment for every student through well-prepared classes, relevant assignments, fair and holistic assessment of learning, clear documentation and feedback on student progress, and support of academic success for all students.

REPORTS TO: The Instructor works under the guidance and supervision of the Academic Dean/College President.

DUTIES AND RESPONSIBILITIES:

- Develops the syllabus for each course assigned based on Pierce Mortuary College criteria. The syllabus is to include learning objectives expressed in behavioral terms.
- Distributes the syllabus to the Academic Dean or the Campus President and to each student at the first scheduled class session.
- Teaches the depth and scope of class materials as outlined in the syllabus and catalog and relates the instruction to careers and employer expectations.
- Prepare and grades examinations based upon course objectives and published exam schedule and returns all assignments in a timely manner.
- Implements evaluation for outcomes assessment and achieves established results while maintaining college standards of student satisfaction.
- Works creatively in all classes taught to discourage student withdrawal and maintain satisfactory retention.
- Begin and end each class at the designated times, providing a full period of instruction.
- Provide tutorial assistance and academic advising to all students when needed.
- Leaves the classroom or laboratory clean, organized, and ready for the next user.
- Submits, at the designated time, final grades for all students on the class roster.
- Accurately maintains attendance records in accordance with the Attendance Policy, maintains a separate record of attendance and grades that is clearly labeled and posted electronically at the end of the term.
- Calls all students who are absent and submits written reports of pertinent information to the Academic Dean or Campus President in the Dean’s absence.
Attends faculty meetings, in-service meetings, graduation and other college events as required by the College.
Dresses professionally in accordance with faculty dress code.
Performs miscellaneous job-related duties as assigned.

**MINIMUM JOB REQUIREMENTS:**

- Bachelor’s degree required. Bachelor’s degree from a regionally accredited college/university.
- Must acquire master’s degree from a regionally accredited college or university within five years of the initial appointment date.
- Graduate of an institution of funeral service education accredited by the American Board (ABFSE).
- Must hold current and valid state licenses as a funeral director and embalmer.
- A minimum of 2 years’ experience as a licensed funeral director and 2 years’ experience as an active embalmer is preferred.
- Demonstrated ability to work successfully with students, staff, and the community from diverse backgrounds and commitment to a culturally diverse work environment.

**PREFERRED JOB REQUIREMENTS:**

- Master’s degree preferred. Master’s degree from a regionally accredited college or the ability to earn a master’s degree from a regionally accredited college or university within five years of the initial appointment date.
- Teaching experience preferred.

**KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:**

- Ability to evaluate, design, and implement curriculum, testing, and/or teaching methodologies.
- Ability to make administrative and procedural decisions and judgments on sensitive, confidential issues.
- Ability to work effectively with diverse populations.
- Ability to communicate effectively, both orally and in writing.
- Knowledge of teaching methods, curriculum, and education programs.
- Teaching and facilitation skills.
- Ability to teach and control the behavior of students.
- Knowledge of and ability to apply relevant current education methodologies and techniques.
- Ability to gather data, compile information, and prepare reports.
WORKING CONDITIONS AND PHYSICAL EFFORT:

- Work is normally performed in a typical interior/office work environment.
- Light physical effort. Requires handling of average-weight objects up to 10 pounds or some standing or walking.
- No or very limited exposure to physical risk.

Benefits

Full benefits package including Health, Dental, Vision, 401K, Flex (available 1st of the month after a 60 day waiting period)

*Pierce Mortuary Colleges (PMC) is an Equal Opportunity Employer and Prohibits Discrimination and Harassment of Any Kind:* PMC is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. All employment decisions at PMC are based on business needs, job requirements and individual qualifications, without regard to race, color, religion or belief, national, social or ethnic origin, sex (including pregnancy), age, physical, mental or sensory disability, HIV Status, sexual orientation, gender identity and/or expression, marital, civil union or domestic partnership status, past or present military service, family medical history or genetic information, family or parental status, or any other status protected by the laws or regulations in the locations where we operate. PMC will not tolerate discrimination or harassment based on any of these characteristics. PMC encourages applicants of all ages.

**IMPORTANT NOTE:**

Consideration will be given to make reasonable accommodations for individuals with disabilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed hereafter are representative of the knowledge, skills and or abilities required to do this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential.

Job Type: Full-time

Pay: $52,000.00 - $68,000.00 per year; depending on qualifications and experience

**TO APPLY:**

You can apply through Indeed.com at:
Or
You can send an email and cover letter to PMCEducation@pierce.edu