JOB DESCRIPTION FOR *(NAME OF PERSON)*

JOB TITLE:

Date:

*Directions: • Write your JD following the format of this document. Necessary explanations for certain sections are below. You JD has two parts:*

*(1) A summary of reporting relationships and major responsibilities (for simplicity)*

*(2) An Addendum that adds details under each major responsibility. The purpose of this section is to identify critical responsibilities that will give direction to strategic planning and provide a basis for accountability.*

*• For consistency use the following file name: JD for (your name) for 20\_\_- 20\_\_.*

*• Position Responsibilities: List 2-5 major responsibilities that include multiple responsibilities under them. The underlying responsibilities should be written in the Addendum. Be sure to include level of authority.*

*• Faculty Responsibilities: You need only include the three major responsibilities listed. The Addendum is already completed for you. Some of the items in this list may need to be revised in light of your role (degree faculty, non-degree faculty, administrative faculty)*

*• After completing the JD, delete these italicized directions.*

REPORTING RELATONSHIPS

I report to…

I work closely with…

Reporting to me are…

MY JOB TITLE:

OBJECTIVE(S) OF MY POSITION

1. To…

POSITION RESPONSIBILITIES

1. To …

FACULTY RESPONSIBILITIES

1. To maintain and grow in my spiritual life and character

2. To fulfill the essential roles and expectations as a full-time faculty member

3. To pursue personal and professional development

A D D E N D U M *(Detailed Responsibilities of Position and Faculty Responsibilities)*

MY POSITIONAL RESPONSIBILITIES

1. To …

a. To…

MY FACULTY RESPONSIBILITIES

1. To maintain and grow in my spiritual life and character

a. To maintain my personal walk with God as my top priority.

Authority: Act

b. To establish and maintain a godly marriage and family life.

Authority: Act

c. To take adequate time for rest, relaxation, and exercise.

Authority: Act

d. To take a minimum of two weeks of vacation each year.

Authority: Act after approval

e. To participate in a Faculty Co-Mentoring Group (CMG).

Authority: Act

2. To fulfill the essential roles and expectations as a full-time faculty member

a. To teach classes as determined in consultation with my Department Chair (done prior to the end of the previous academic year).

SOP: I teach up to eight (8) credits per term or twenty-four (24) per academic year.

b. To lead an Iron Sharpening Group.

Authority: Act

c. To advise my ISG members for academic advising.

Authority: Act

d. To serve as a TAM coach.

Authority: Act

e. To attend Faculty Meetings, Chapel, World-Wide Day of Prayer, Graduation Banquet, Graduation, and other official school events.

Authority: Act

f. To be involved in a “Great Commission/Movement Win-Build-Train-Send” ministry outside of IGSL.

Authority: Act

g. To be available to teach Institute of Leadership Studies (ILS) courses with the IGSL extension program.

Authority: Act

h. To agree to and sign the IGSL Faculty Contract. [Includes code of conduct, faculty responsibilities, and theological (IGSL Statement of Faith and the Chicago Statement of Inerrancy).]

Authority: Act

i. To follow the Faculty Guidelines as set forth in the Faculty Handbook.

Authority: Act

j. To raise and maintain my own personal financial support.

Authority: Act and Inform

3. To pursue personal and professional development

a. To complete a yearly positional/personal development plan.

Authority: Act

b. To attend IGSL leadership development trainings, orientations, etc.

Authority: Act

c. To complete needed advanced studies.

Authority: Act after approval

d. To attend enrichment training related to my professional development.

Authority: Act after approval