



Job Description

**Job Title:** Instructor Collegiate Test Prep, TEAS V Exam Prep (Science)      **Grade:** H  
**Department:** Services Corporation      **FLSA:** Exempt

*The incumbent in this job is expected to assist the College in achieving its vision and mission. Customer focus, college service, and a willingness to assist as needed are expectations for all employees.*

**General Function:**

Administer TEAS V Prep test taking strategies and instruction to students' enrolled in Collegiate Test Prep "TEAS V Exam Prep" sessions.

**Characteristics Duties and Responsibilities:**

1. Facilitates scheduled review sessions for perspective TEAS V test-takers in Scientific Reasoning, Anatomy and Physiology, Life Science and Earth and Physical Science.
2. Instructs students on fine-tuning student's test taking strategies for the TEAS V Exam.
3. Develops supplemental learning materials for program participants.
4. Produces diagnostic reports on student performance and provides prompt and individualized feedback.
5. Additional duties as assigned by the Assistant Director and Program Coordinators

**Reporting Relationships:**

**Direction Received:** Reports to Assistant Director – Services Corporation; Services Corporation and Collegiate Test Prep Program Coordinators  
**Direction Given:** No responsibility or authority for the supervision of others

**Minimum Requirements:**

Bachelor's Degree from a regionally accredited institution in Science, Science Education or related field required. Teaching experience required

**Preferred Requirements:**

Master's Degree from a regionally accredited institution in Science, Science Education or related field. Previous experience with exam prep



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**Knowledge, Skills, Abilities, and Worker Characteristics:**

- Knowledge of academic program requirements
- Knowledge of counseling techniques
- Leadership skills
- Ability to work well as a team
- Ability to work well with individuals with diverse backgrounds

**Working Conditions:**

Typical Office Environment