

DUTIES OF AN INSTRUCTOR

*Part-time instructors are responsible for carrying out the duties identified by an asterisk on the Job Description.

1. General Responsibilities

The professional responsibilities of an instructor are diverse and include many activities in addition to classroom instruction. At various times, the instructor may act on his/her own initiative, in cooperation with the appropriate administrators, or under the direction of the administration, to participate in the planning and implementation of educational programs, courses, experiences and services that will directly aid students in achieving educational objectives. The instructor is also expected to perform those tasks and discharge those responsibilities arising out of employment with the Southwestern Community College District as required by law,

District policy, and established administrative procedure.

2. Specific Responsibilities

The specific responsibilities for instruction/curriculum, professional development and educational services may at times be different for each instructor. Although all the activities necessary to discharging such responsibilities may be required of an individual instructor at various times, it may be that not all of them will be required of a given instructor during any particular period of time. These activities may include, but are not limited to, the following:

a. *Instruction/Curriculum - Teaching

Teach courses as assigned which correlate with the Catalog descriptions and course outlines, and in a manner designed to assist the student to achieve the specific objectives of the course. Meets all classes at the time, place and length of time designated.

Provide each student at the beginning of each course with the following information:

- (1) The goals and objectives/content for the course of study
- (2) Required and supplementary textbooks to be used
- (3) Attendance requirements
- (4) Behavior/discipline requirements
- (5) Planned schedule of examinations, field trips or other special activities

- (6) *Out-of-class assignment policy*
- (7) *Method of evaluating student progress toward, and achievement of, course goals and objectives, including method by which the final grade is derived*
- (8) *Information about office hour availability and appointment procedures*
- (9) *Other information which advises students of requirements established by the instructor for meeting course objectives.*

b. **Instruction/Curriculum - Student Evaluation*

- (1) *Periodically, examine and inform each student of his/her progress toward achieving course objectives.*
- (2) *Assign grades to students.*
- (3) *Prepare and administer examinations under the Credit-by-Examination Program established for the subject area of assignment in accordance with District policy.*

c. **Instruction/Curriculum - Student Advising*

- (1) *Advise student area majors and other students enrolled in the instructor's classes on those matters which relate to supplemental reading or experience opportunities for further understanding of the subject area; career alternatives/opportunities related to the subject area; the types of services and assistance that are available to students who are failing to make satisfactory progress toward meeting course objectives.*

d. *Instruction/Curriculum - Curriculum Development and Evaluation*

- (1) *Research and recommend the revision, deletion or addition of programs and courses to reflect the developmental changes occurring within the subject area.*
- (2) *Participate in evaluations of curriculum and instruction.*
- (3) *Participate in the evaluation of instructional materials.*
- (4) *Evaluate and recommend Catalog revisions.*

e. *Professional Development

- (1) Maintain an understanding of changes in the subject area of assignment.
- (2) Participate in scheduled staff-development programs.
- (3) Participate in peer evaluations in accordance with District policy.
- (4) Participate in research and grant activities appropriate to the Division.

f. Other Required Duties

- * (1) Supervise students engaged in approved on-campus or off-campus meetings, activities or events which are scheduled as part of the course.
- * (2) Attend faculty meetings.
- * (3) Notify the Administration about unsafe or unhealthy conditions and assist in maintaining a safe and healthy environment for students and staff in those facilities relating to the instructor's assignment.
- * (4) Maintain required records and forward records at the times specified and/or upon request by the Administration.
- * (5) Provide the Administration with information as requested (e.g., information regarding student attendance and grades).
- * (6) Report absences from assigned duties and advise intended date of return to duty.
- * (7) Be knowledgeable of and carry out those responsibilities of instructors as set forth in law, District policy and administrative procedure.
- (8) Supervise the activities of work-study students and Classified staff as appropriate.
- (9) Attend advisory committee meetings for instructional programs in assigned subject area.
- (10) Participate in the accreditation process for the College.

- (11) Prepare and submit requisitions for textbooks, equipment, supplies, facilities, personnel, library books and other resources and activities necessary for the conduct of programs and courses in accordance with District policy and procedures.
- (12) Assist the Administration in providing for the proper use, care and security of equipment and facilities, and submit equipment and facility requests as necessary.
- (13) Assist the Division Dean in planning and conducting Divisional affairs, selection and orientation of new faculty, securing substitutes, supporting the Divisional co-curricular programs and providing community groups and individuals with information regarding programs and courses.