

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Continuing Education Instructor

Unit: Faculty

Page: 1 of 4

Job Code: B1660

Original Date: 01/2016

Last Revision: 01/2016

Staff Type: Academic

FLSA status: Exempt

Salary Schedule: A

DEFINITION

Under the direction of an Associate Dean, Dean, or other academic administrator, implement educational programs, courses, experiences, and services that will directly aid students in achieving educational objectives; maintain regular office hours and perform extensive advising of students and assist in curriculum development and planning; participate extensively in professional development activities.

EXAMPLE OF DUTIES

1. INSTRUCTION/CURRICULUM

Teaching:

- a. 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. Such courses may include:
 - * Providing students with the opportunity to engage in independent studies.
 - * Planning, securing approval for, and conducting field trips and study tours if such activities offer opportunities for students to acquire knowledge or to gain experience which relates to achieving course objectives.
- b. Provide each student and management at the beginning of each course--or if the course is open-entry/open-exit, once each year in September--with a current written statement enumerating:
 - * The goals and objectives/content for the course of study.
 - * Required and supplementary textbooks to be used.
 - * Attendance requirements.
 - * Behavior/discipline requirements.
 - * Planned schedule of lectures, tests, field trips, or other activities.
 - * Writing and independent study assignments.
 - * Methods of evaluating student progress toward, and achievement of, course goals and objectives.
 - * Information about office hour availability and appointment procedures.
 - * Other information that advises students of requirements established by the instructor for meeting course objectives.

Student Evaluations:

- a. Periodically examine and inform each student of his/her progress toward achieving course objectives.
- b. Prepare and administer examinations by-program established for the subject area of assignment.

Student Advising:

- a. Advise subject area majors and other students enrolled in the instructor's classes on those matters which related to:
 - * Course content, scope and meaning.
 - * Requirements for obtaining a degree/diploma, certificate or license.
 - * Learning skills.
 - * Supplemental reading or experience opportunities for further understanding of the course or subject area.
 - * Career alternatives/opportunities related to the subject area.
 - * Other information relating to the meaning or understanding of the course or subject area, or the potential uses and applications of the knowledge and skills that are taught within the course or subject area.
- b. Provide individual assistance or advice to a student who is failing to make satisfactory progress toward meeting course objectives.

Curriculum Development and Evaluation:

- a. Research and recommend the revision, deletion, or addition of programs and courses to reflect the developmental changes occurring with the subject area.
- b. Participate in evaluations of curriculum and instruction.
- c. Participate in the evaluation of instructional materials.
- d. Evaluate and recommend catalog revisions.

2. PROFESSIONAL DEVELOPMENT

- a. Maintain an understanding of changes in the subject area of assignment.
- b. Assist with the development and implementation of, and participate in, staff development programs.
- c. Perform peer evaluations including:
 - * Evaluation of sabbatical leave requests and reports.

- * Evaluation of peer performance of assigned duties.
- d. Assist with the development and implementation of a pre-professional intern or student teacher program.
- e. Participate in and conduct research and grant activities including:
 - * Conduct or assist with research projects.
 - * Write, or assist with writing of, grant proposals.

3. **EDUCATIONAL SERVICES**

Student and Classified Staff:

- a. Supervise students engaged in approved on-campus or off-campus meetings, activities, or events which are scheduled as part of the course and/or co-curricular requirements.
- b. Serve on a voluntary basis as faculty advisor to registered student organizations.
- c. Coordinate the activities of work-study students and classified staff as assigned.

Faculty Activities:

- a. Recommend the academic qualifications required of new employees and assist with the preparation of position descriptions.
- b. Assist with the coordination of school activities including:
 - * Attend meetings of faculty.
 - * Serve on committees.
 - * Attend advisory committee meetings for instructional programs.
- c. Participate in accreditation process for the institution.

Community Activities:

- a. When assigned, provide community groups and individuals with information regarding programs and courses.

Facilities and Equipment:

- a. Assist management in maintaining a safe and healthy environment for students and staff in those facilities relating to the instructor's assignment.
- b. Prepare and submit requisitions for equipment, supplies, facilities, personnel, and other resources and activities necessary for the conduct of programs and courses.
- c. Assist management in providing for the proper use, care, and security of equipment and facilities. Submit equipment and facility maintenance requests as necessary.

4. RELATED DUTIES

- a. Maintain required records and forward records at the times specified and/or upon request by management.
- b. Provide management with information as requested (e.g., information regarding student attendance).
- c. Report absences and advise intended date of return to assigned duties.
- d. Be knowledgeable of and carry out those responsibilities of instructors as set forth in law, District policy and administrative procedure including, but not limited to, manuals, catalogs, faculty handbook, work experience manuals.

DESIRABLE QUALIFICATIONS**Knowledge:**

Accepted principles, practices, and trends of program served.
Applicable sections of the State Education Code.
Curricula.
District's policies, regulations, educational master plan.
Labor market conditions and demographic composition of community's population.
Principles and techniques of teaching.
Requirements for academic subjects.
SDCCD history and mission.
Students' rights and teachers' contracts.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze a situation correctly and adopt effective course of action.
Communicate both orally and in writing.
Establish effective relationships with students, faculty, staff, and the business community.
Interpret, apply, and explain regulations, policies, and procedures.
Plan and organize the programs and activities assigned.

Training and Experience:

Any combination of training and experience equivalent to: a Bachelor's degree in an appropriate subject area and at least two years experience in teaching, counseling, research or administration, preferably in an institution of higher education; some contract instructor positions may require experience in the specific program being served.

License/Credential:

Appropriate teaching credential from the State of California.

WORKING CONDITIONS

Variable, depending on assignment.