

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Contract Instructor - College

Unit: Faculty

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Job Code: A1572
Original Date: 01/1984
Last Revision: 09/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range:

DEFINITION

Under the direction of an Associate Dean, Dean, or other assigned manager, implement educational programs, courses, experiences, and services that will directly aid students in achieving educational objectives; maintain regular office hours, 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, including method by which the final grade is derived.
 - * 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. Assign grades to students.
- c. Prepare and administer examinations under the credit-by-examination 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 relate 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**

Students 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 college school activities including:
 - * Attend meetings of faculty.
 - * Serve on college/district committees.
 - * Attend advisory committee meetings for instructional programs.
- c. Participate in accreditation process for the college school.
- d. Participate in commencement/graduation ceremony.

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 and grades).
- 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, and work experience manuals.

DESIRABLE QUALIFICATIONS

Knowledge:

Accepted principles, practices, and trends of program served.
Applicable sections of the California Education Code.
Community college history and mission.
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.
Students' rights and teachers' contracts.
Technical aspects of field of specialty.

Skills and Abilities:

Analyze situations accurately and adopt an effective course of action.
Communicate effectively both orally and in writing.
Establish and maintain 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.