

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Military Instructor

Unit: Faculty

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Job Code: M1572
Original Date: 01/1982
Last Revision: 09/2016
Staff Type: Academic
FLSA status: Exempt
Salary Range:

GENERAL RESPONSIBILITIES

Under the direction and supervision of administration, the Special Project Instructor shall, as assigned by administration, participate in the implementation of educational programs, courses, experiences, and services that will directly aid students in achieving educational objectives. The Special Project Instructor shall fulfill those tasks and discharge those responsibilities arising out of employment with the San Diego Community College District as required by law, applicable contracts, district policy, and administrative procedure.

SPECIFIC RESPONSIBILITIES

Under the direction and supervision of administration, the Special Project Instructor shall, as assigned by administration, perform specific responsibilities as they relate to instruction/curriculum, professional development, and educational services. Such activities may include, but are not limited to, the following:

1.0 Instruction/Curriculum

1.1 Teaching

- a. Maintain a high standard of professional qualifications in both instructional and technical areas.
- b. Teach courses as assigned, adhering to approved curriculum, instructor guides, and course outlines, and in a manner designed to assist the student to achieve the specific objectives of the course. Such duties may include 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.
- c. Provide each student at the beginning of each course with a statement enumerating:
 - The goals and objectives/content for the course of study.
 - Planned schedule of lectures, tests, field trips, or other activities.
 - Methods of evaluating student progress toward, and achievement of, course goals and objectives, including method by which the final grade is derived.
 - Information about counseling availability and appointment procedures.
 - Other information that advises students of requirements established by the instructor for meeting course objectives.

1.2 Student Evaluation

- 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 in accordance with the applicable program established for the subject area of assignment.
- 1.3 Student Advising
- a. Advise students on those matters which relate to:
 - Course content, scope, and meaning.
 - 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.
- 1.4 Curriculum Development and Evaluation
- a. Research applicable publications/documents for the latest procedural changes and innovations concerning individually assigned topics.
 - b. Develop, revise, and correct instructional material and training aids to support assigned subject matter presentation.
- 2.0 Professional Development
- 2.1 Maintain instructional qualifications in instructional techniques, training aids, training equipment, training devices, and instructional materials to teach assigned topics.
 - 2.2 Assist with development and implementation of, and participate in, staff development programs.
 - 2.3 Perform peer evaluations, including evaluation of peer performance of assigned duties.
- 3.0 Educational Services
- 3.1 Students
 - a. Supervise students engaged in approved meetings, activities, or events which are scheduled as part of the course requirements.

3.2 Facilities and Equipment

- a. Assist the administration 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, and facilities relating to the instructor's assignment.
- c. Assist the administration in providing for the proper use, care, and security of equipment and facilities. Submit equipment and facility maintenance requests as necessary.
- d. Perform scheduled preventive maintenance on assigned training equipment in accordance with applicable Planned Maintenance System.
- e. Maintain an up-to-date inventory of assigned test equipment, training aids, training devices, and training material.

4.0 Other Duties

- 4.1 Maintain required records and forward records at the times specified and upon request by administration.
- 4.2 Provide administration with information as requested (e.g., information regarding student attendance and grades).
- 4.3 Report absences and advise intended date of return to assigned duties.
- 4.4 Be knowledgeable of and carry out those responsibilities of instructors as set forth in law, applicable contracts, district policy, and administrative procedure including, but not limited to, manuals, catalogs, faculty handbook, work experience manuals.
- 4.5 Perform other duties of a similar nature normally performed by instructors.