

San Diego Community College District

CLASSIFICATION DESCRIPTION

Title: Temporary Hourly Instructor - College

Unit: Faculty

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Job Code: A5002
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.

EXAMPLE OF DUTIES

1. INSTRUCTIONAL/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.
 - * Other information that advises students of requirements established by the instructor for meeting course objectives.

Student Evaluation:

- a. Periodically examine and inform each student of his/her progress toward achieving course objectives.
- b. Assign grades to students.

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.
 - * Supplemental reading or experience opportunities for further understanding of 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.

2. PROFESSIONAL DEVELOPMENT

- a. Maintain an understanding of changes in the subject area of assignment.

3. EDUCATIONAL SERVICESStudents 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.

Faculty Activities:

- a. Assist with the coordination of college/adult school activities including:
 - * Attend meetings of faculty.

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.
- e. Perform other related duties as assigned.

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: qualifying requirements for the appropriate teaching credential.

License/Credential:

- Appropriate teaching credential from the State of California.

WORKING CONDITIONS

- Variable, depending on assignment.