

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

FULL-TIME INSTRUCTOR (REGULAR AND CONTRACT)

I. General Responsibilities

Under administrative leadership, it is the responsibility of the regular/contract college instructor to participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the visions, missions, and values of the colleges and District.

II. Specific Responsibilities

Responsibilities designated with an asterisk are primary to the faculty role. All other listed professional responsibilities are examples of activities which are part of the unique role of each faculty member and is reflective of their individual expertise and interests.

A. Classroom responsibilities

- *1. Meet classes/laboratories on days and times assigned.
- *2. Develop and implement instruction for each class/laboratory period which is consistent with the official course outline.
- *3. Develop, and distribute during the first week of class, a written syllabus for each course to communicate to students course objectives, grading criteria and classroom policies.
- *4. Demonstrate respect for student rights as specified in District policy and applicable laws.
- *5. Submit requisitions for textbooks and instructional materials in a timely manner.
- *6. Refer students to tutoring and related student services when appropriate.
- *7. Supervise students in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.
- *8. Provide academic assistance and related services to students during scheduled office hours.

B. Evaluation of Students

- *1. Periodically evaluate student progress toward meeting course objectives; advise the students of course objectives, methods of evaluation and the results of the evaluation.
- *2. Return assignments and examination results in a timely fashion.
- *3. Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title V regulations for the State of California.
4. Participate in the credit by examination program where applicable.
5. Provide appropriate dean with assistance on the evaluation of student petitions.

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C. Curriculum

Participate in the development and review of curriculum as needed.

D. Student Advising

1. Advise students enrolled in the instructor's classes in such matters as:
 - a. course content, scope and meaning;
 - b. major course requirements for the degree or certificate;
 - c. learning skills;
 - d. collateral or enrichment reading or experience opportunities for further understanding of the courses or subject field;
 - e. career alternatives/opportunities related to the subject field.
2. Participate as a faculty advisor to student organizations or clubs.

E. Professional Development

- *1. Participate in required professional development activities.
2. Continue to develop professional skills and knowledge.
3. Participate in planning staff development programs.
4. Participate in institutional research activities and grants.
5. Assist in the planning, development and implementation of a professional intern or student teacher program.
6. Attend/participate in professional conferences, seminars or meetings.

F. Additional Responsibilities

- *1. Regularly attend and participate in department/division meetings.
2. Attend commencement ceremonies and convocations.
3. Participate in the process of shared governance by contributing to the academic community through committee work on the department, division, college and/or district level, or participate in other significant nonclassroom college, district or community activities.
- *4. Keep official records and collect data required by District policy and administrative procedures; submit records and data in accordance with college procedures.
5. Participate in supervision of student assistants and paraprofessionals.
6. Participate in articulation activities and the coordination of inter-divisional and intra-divisional learning activities.
- *7. Abide by departmental regulations concerning the proper use, care and security of equipment.
8. Advise management of unsafe conditions or potential hazards and recommend solutions.

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- *9. Participate in advisory committee meetings when required by divisional programs.
- *10. Report absences due to illness or for personal necessity to the division dean/director or designated officer; advise management of the intended date of return prior to the class meeting.
- 11. Provide recommendation for purchase of instructional supplies and equipment.
- 12. Consult with management on division personnel needs; assist with preparation of position descriptions and serve on screening/interviewing committees as needed.
- *13. Participate in the tenuring process.
- 14. Participate in the evaluation of regular faculty and adjunct faculty.

G. Additional Responsibilities if assigned an intercollegiate athletic class through the Department of Exercise Science and Wellness.

- *1. Actively identify and recruit qualified students to participate in the intercollegiate athletic program.
- *2. Set and maintain standards for team discipline while fielding a competitive level team. Ensure all program participants comply with the state athletic constitution.
- *3. Assist in the selection and supervision of assistant coaches.
- *4. Conduct home athletic events as well as supervise team travel to off-campus competitions. Be responsible for all regular and post season activities/competitions.
- *5. Stay abreast of contemporary sport coaching techniques, strategies and rule changes for the sport assigned.
- *6. Assist students in maintaining eligibility and facilitate their participation in the academic support program.
- *7. Provide information regarding the program in general, including scores and statistics, to the press, the campus and the community at large.
- *8. Work with the Athletic Director in the development of the sport schedule and budget.
- *9. Participate in fund-raising activities.
- *10. Adhere to all college and district procedures regarding aspects of purchasing, money handling, travel requests, vehicle use, driving requirements, and other fiscal or travel related issues..
- *11. Actively work to reduce any injury or liability to students and others, including keeping authorities apprised of the condition of practice facilities; work directly with the Athletic Trainers and work collaboratively with the grounds and maintenance personnel.
- *12. Meet all coaching responsibilities as outlined in each college's Coaches' Handbook.
- *13. Display positive coaching ethics and conduct in professional relationships on campus and with the public.