

LAREDO COMMUNITY COLLEGE  
JOB DESCRIPTION

TITLE: Instructor (Academic) Mathematics

REVISION DATE: 12/6/06

PERSONNEL GROUP: Faculty

CLASSIFICATION LEVEL: \_\_\_\_\_

DEPARTMENT: Instruction, MATHEMATICS

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BASIC FUNCTION AND RESPONSIBILITY:

- **Instruct students in courses in which the instructor has expertise and appropriate credentials.**
- **Foster student academic development.**

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

1. Develop, evaluate, and revise programs, courses, syllabi and objectives to ensure instructional and programmatic responsiveness to the occupational and academic needs of our students and to ensure instructional quality through the achievement of competency-based objectives.
2. Keep abreast of the changes that occur in their discipline due to the rapid changes of technology by actively participating as members of the advisory committees both on and off campus; by attending conferences; by returning to their appropriate field of expertise either through course work or world-of-work experiences; and by reading scholarly journals.
3. Ensure that course syllabi be revised to reflect accurately the expectations the faculty have for their students and reflect any new competencies delineated in the programmatic evaluation process.
4. Share responsibility for the smooth operation of the college by participating in college-wide and departmental committees and activities.
5. Participate in activities such as orientation, convocation, in-service sessions, graduation, and seminars designed for professional growth and development.
6. Inform the students in writing about course requirements, grading requirements, testing, assignments, absence policy, for each course taught.
7. Actively participate in meetings called by the AVPI, Dean, or Department Chairperson for the purposes of disseminating information, providing input into the decision making process and sharing expertise with colleagues.
8. Compile, administer and grade assignments and/or examinations in a timely manner so that this information will inform students of their progress and allow for the development of plans of action to help students succeed.
9. Provide a safe environment for students and be responsible for the security of assigned equipment and materials.
10. Encourage the use of the support services available to the student.
11. **Comply with regulations governing instruction of students with special needs.**
12. Devote a minimum of thirty-five hours per week to their duties including ten office hours.
13. Participate as a faculty advisor during the registration process by providing accurate career counseling and guidance at times assigned by their Department Chairperson, Dean, AVPI.

14. Participate in library collection development for their discipline(s) through request for materials and the evaluation of the present holdings.
15. Provide information and/or date to the requesting officer so that the proper reports may be completed and filed with the proper educational agency, funding agency, or accrediting agency.
16. Follow the procedures related to grade reports and deadlines; attendance record report; withdrawal deadline; class changes; and time and room scheduling.
17. Cooperate with the evaluation procedures of courses by students.
18. **Mentor colleagues as requested.**
19. Follow the proper procedures for requisitioning textbooks, instructional supplies, expendable supplies, travel, etc.
20. Support the recruitment activities of the college by participating in community outreach activities.
21. Review and revise the catalog following the proper procedures.
22. Substitute for colleagues when necessary.
23. Direct library and/or internet research.
24. Sponsor or help sponsor student clubs or organizations.
25. Promote the college's programs and curricula.
26. Follow the academic calendar as approved by the LCC Board of Trustees.
27. **Accept overload teaching assignments as a professional responsibility when circumstances require.**
28. Perform other duties as assigned by the Department Chairperson, Dean, AVPI, or President.

**SUPERVISION RECEIVED:** Department Chair, Dean, AVPI, President

**SUPERVISION EXERCISED:** Workstudy Students

#### QUALIFICATION STANDARDS

**Education:** Master's Degree in Mathematics

**Experience:** Three years at college level preferred, but not required.

**Licenses:** N/A

**Skills, Knowledge, Ability:** Be knowledgeable, mature, and concerned with the academic progress of students. Be cooperative and professional in dealing with college administrators, colleagues, and students.

Ability to operate specialized laboratory equipment, audio-visual aids and to develop laboratory/lecture strategies to enhance teaching effectiveness.

**Physical Demands:** Maintain good health.

**SKILLS TESTS REQUIRED:**

**ACKNOWLEDGEMENT:** The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

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Employee's Signature & Date

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Supervisor's Signature & Date

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Printed Name

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Printed Name

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Printed Title

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Printed Title