

4. Encourage the use of support services by students. Collaborate with support services staff to ensure that appropriate information is being shared and discussed.
5. Meet all assigned classes on time in the assigned rooms and be available to students 15 minutes before class, except between classes when teaching back-to-back classes, and 15 minutes after class.
6. Follow procedures related to the Registrar's Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, mid-semester progress reports, and the like.
7. Distribute student evaluation forms and/or surveys on a timely basis.
8. Follow the academic calendar and other policies and procedures adopted by the Board of Trustees.
9. Use current technology to enhance effectiveness, including but not limited to computers, overhead projectors, PowerPoint, DVD/VCR equipment, and the like.

EXPERIENCE:

Two years at high school or college preferred.

SKILLS, KNOWLEDGE, ABILITIES:

- Ability to provide service to a diverse population.
- Ability to communicate effectively with faculty, staff, and students.
- Ability to contribute to instructional vitality and growth.
- Knowledge of student outcomes assessment and institutional effectiveness.
- Cooperative team player.
- Must have a student centered philosophy.

LICENSES/CERTIFICATES: As required by discipline(s)

SUPERVISION RECEIVED: Foreign Language Department Chair, Dean of Arts & Humanities, and Vice-President for Instruction.

SUPERVISION EXERCISED:

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

WORKING CONDITIONS:

Inside Work-in a well lighted and air conditioned area most of the time

-Or-

Outside will be exposed to all types of weather, noise, and vibration from equipment.

SPECIAL CONDITIONS:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ACKNOWLEDGEMENT:

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

Print Name

Print Name

Print Title

Print Title

Employees Signature and Date

Supervisors Signature and Date

Sign and return to HR for placement into employee personnel file.