

5. Provide timely and accurate information and/or reports throughout the semester and at the end of each semester to the Registration Office and departmental office. (This includes final exam and course grades, grade records, attendance records grade distributions, copies of final exams, competency analysis, etc.)
6. Provide accurate career and/or degree plan advisement during scheduled and/or unscheduled student advisement and registration periods.
7. Work a minimum of 35 hours a week on campus including a minimum of 10 office hours per week.
8. Teach day, evening, weekend, distance learning courses, at either campus, off-campus and/or out-of-town courses as assigned.
9. Keep current with changes and advances in the fields of science, technology, and pedagogy and incorporate these into the appropriate teaching areas.
10. Participate in activities such as orientation, convocation, in-service, and seminars designed for professional growth and development.
11. Participate in library collection development for the disciplines through the request of materials and the evaluation of the present holdings.
12. Participate in committees at the college and at the departmental level.
13. Attend meetings called by the College President, Vice President for Instruction, Dean, Department Chairperson, or Committee Chairpersons.
14. Follow the proper procedures for requisitioning textbooks, instructional supplies, expendable supplies, and travel requisitions and reports.
15. Substitute for colleagues when necessary.
16. Follow the approved academic calendar and exam schedules.
17. Participate in the procedures of evaluation of courses by students and by supervisors, act as a mentor to other faculty members when appropriate, and/or become a member of an evaluative team for a colleague.
18. Perform other duties as assigned by the College President, Vice President for Instruction, Dean, or Department Chairperson.

EXPERIENCE: Some experience in teaching, preferably at the community and/or senior college level, is desirable.

SKILLS, KNOWLEDGE, ABILITIES: The individual must be knowledgeable, mature, and concerned with the academic progress of students. The individual must be cooperative and professional in dealing with college administrators, colleagues, and students. The ability to operate specialized laboratory equipment, audio-visual aids, and computers, and the ability to develop laboratory and lecture strategies to enhance teaching effectiveness are essential.

LICENSES/CERTIFICATES:

SUPERVISION RECEIVED: Department Chair, Dean and/or the Vice-President for Instruction.

PHYSICAL REQUIREMENTS:

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 50 pounds, due to possible laboratory requirements.

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:

Other duties may be assigned by immediate supervisor. May be required to work outside regular working hours. 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

Instructor
Print Title

Employees Signature and Date

J. Alfredo Iñiguez-Jiménez

Print Name

Department Chairperson

Print Title

Supervisors Signature and Date

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