GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION: PART-TIME INSTRUCTOR

I. General Responsibilities

Under administrative leadership, it is the responsibility of the adjunct instructor to perform those tasks 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 adjunct instructor role. All other listed professional responsibilities are examples of activities which are part of the unique role of each adjunct instructor 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 and/or recommend to department chairs/coordinators appropriate text selections, in a timely manner.

*6. Refer students to tutoring and related student services when appropriate.

*7. Supervise students in off-campus or co-curricular activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.

B. Evaluation of Students

*1. Periodically, evaluate student progress toward meeting course objectives; advise the students about 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 of the State of California.

4. Participate in the credit by examination program where applicable.

5. Assist appropriate administrators with recommendations regarding

waivers and student petitions where applicable.

C. Curriculum

1. Participate in the development and review of curriculum as needed.

D. Student Advising

1. Advise students enrolled in the instructor's classes on 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 course or subject field;

    e. career alternatives/opportunities related to the subject field.

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. Attend and participate in department/program/division meetings.

2. 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.

3. Participate in supervision of student assistants and paraprofessionals.

*4. Abide by departmental regulations concerning the proper use, care and security of equipment.

*5. Keep official records and collect data required by District policy and administrative procedures; submit records and data at times specified by management.

6. Participate in articulation activities and coordination of inter-divisional and intra- divisional learning activities.

7. Attend advisory committee meetings when required by divisional programs.

8. Report absences due to illness or for personal necessity and the intended date of return, if at all possible, prior to the class meeting to the division dean/director.

9. Provide recommendations for purchase of instructional supplies and equipment.

10. Attend/participate in "in house" conferences, seminars or meetings.

*11. Provide administrators, chairs and coordinators with sample instruction materials as may be deemed necessary, such as examinations, lab projects or course syllabuses.

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.