

Instructor Position Description

POSITION TITLE: Instructor

POSITION PROFILE

This position is responsible for increasing student learning through developing a relevant and progressive curriculum, designing and implementing effective learning strategies and environments, delivering instruction of high quality, assessing student learning, advising students, and participating in college activities. Competencies and tasks of the position will be met consistent with educational principles of the college, which focus on meeting the learning needs of students.

COMPETENCIES AND TASKS

Develop curriculum.

Identify competencies and develop a means of assessing students' meeting these competencies, establish prioritized goals and objectives, develop instructional materials which meet the needs of diverse learners, and collaborate with non-core instructors and industry representatives to ensure relevance in programming. Provide curriculum which meets college standards for each course.

Plan for instruction.

Identify resources, equipment and facility needs, and operational planning priorities. Assist the instructional delivery dean in scheduling classes to meet the learning needs of students and the instructional demands of the program.

Facilitate student learning and deliver instruction.

Deliver, assess and redesign effective curriculum and instruction which meets the needs of diverse students in technical diploma, associate degree, continuing education, basic education and/or contract training programs. Inform students of expectations, adapt instructional strategies to meet student needs, and utilize technology and varied media as appropriate.

Assess student learning.

Conduct an ongoing program of student assessment working with other program/general education instructors to ensure achievement and effectiveness of instruction. Communicate progress with students and appropriate college services. Document student performance over time. Use assessment data to improve course and program delivery. Maintain the standard of achievement that are necessary in meeting the demands of occupations for which students are being prepared.

Manage the classroom effectively

Meet the assigned schedule, provide students with course syllabus, establish a safe and respectful learning environment, maintain accurate student attendance and achievement records, and ensure opportunities for students' participation, collaboration with peers, and course/faculty evaluation.

Maintain lab.

Set up and monitor safe, well-maintained lab in programs; order supplies and equipment.

Advise students.

Provide academic assistance, program and career information, and referrals to college services to students. Document and follow up student concerns. Post and hold office hours.

Assist with course/program evaluation and continuous improvement.

Provide data for formal and informal program evaluations, conduct semester student evaluations, modify the curriculum as indicated by program evaluations, and assist in industry surveys.

Pursue ongoing professional development.

Maintain up-to-date certification and licenses as needed. Develop and implement a professional development plan which incorporates effective innovation in program content and process. Attend all in-service workshops.

Recruit students.

Conduct orientations, confer with prospective students, and assist in preparation and updating of promotional activities in the program.

Communicate with the internal CVTC community.

Act as a program liaison for students/instructors/advisers/deans regarding the instructional program, changes in programming, and college-wide issues of concern. Communicate with other instructors and support staff as appropriate. Attend program, campus, and college-wide meetings. Initiate and/or respond to college communications in a timely manner.

Work collaboratively with colleagues and participate on instructional and college-wide teams.

Participate in team activities in a collaborative process. Identify and implement instructional team student retention activities.

Maintain positive relations with the external community.

Cultivate close ties with schools and industry through regular visits, surveys, and/or other feedback mechanisms. Plan, attend, and contribute to advisory committee meetings.