

Instructor: Duties and Responsibilities

Each instructor is responsible to his/her Division Chairperson and then to the Dean of Instructional Services. The major duties and responsibilities are as follows:

1. Presenting prepared materials, supervising organized laboratory or shop activities, recording student progress, and assuring the presence of adequate supplies and equipment to conduct learning experiences in a safe and effective manner.
2. Organizing and presenting instructional material at scheduled times and places in accordance with the College catalog descriptions, course syllabi and outlines, and class schedules.
3. Preparing a syllabus containing specific learner outcomes for each course taught and updating them on an annual basis through evaluation of outcomes, and input from students, advisory committees, professional associations, and other external sources.
4. Maintaining records of attendance, student progress, supplies, equipment, coop students, and grade distributions of students who are majors in the program/discipline.
5. Maintaining records of student retention rates, student job placement rates, student graduation rates, and student transfer rates for program/discipline majors.
6. Maintaining discipline and order during instructional activities.
7. Participating in staff development activities, conferences, workshops, etc. which focus on his/her subject matter, professional growth, and the improvement of instruction.
8. Participating in normal program/discipline administrative and maintenance activities.
9. Communicating through appropriate channels (Division Chairperson, Director, Dean of Instructional Services, and the President) in relating dissatisfaction or making positive suggestions.
10. Participating in policy making through service on task forces or committees as appointed or elected.
11. Assisting with division/program recruiting efforts.
12. Assisting with the student advisement program and semester/quarterly registrations.
13. Participating in graduation, honors day, and special campus events.
14. Maintaining scheduled office hours.
15. Performing special instructional tasks as assigned.
16. Advising the Library staff on the elimination of out-of-date books and materials and assist in the selection of new books and materials.
17. Along with these duties and responsibilities, the instructor has the authority to do the following (non-evaluation items):
 - A. Suspend a student for one class period for disruptive behavior.
 - B. Evaluate the progress and performance of the student and assign grades.
 - C. Enforce the College's policies and procedures and the safety regulations of the discipline/program.
 - E. Recommend a student for counseling.
 - F. Initiate requisitions and work order requests.
 - G. Suspend unsafe operations.
18. Assume other responsibilities as assigned by the appropriate instructional administrator and the College President.

Revised: 2/88, 1/92, 6/97, 6/97, 12/98, 2/03, 8/06