



# Academic Instructor Full Time

Class Code:  
FT200

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Established Date: Jul 1, 2010

Revision Date: Feb 5, 2016

## **BASIC FUNCTION:**

Under the general direction of a dean, an Instructor provides comprehensive classroom instruction to students from diverse backgrounds for the purpose of facilitating the attainment of their academic or vocational objectives.

## **REPRESENTATIVE DUTIES:**

Provide academic instruction to students through lecture, lab, or performance courses; assess and develop cognitive abilities, communication skills, and higher order thinking skills among students through appropriate assignments and activities in one-on-one, classroom, and distance mediated instructional settings. **E**

Advise and instruct students regarding programs of study, other institutions of higher education, lifelong learning resources, and effective study skills; refer students to support services, programs, resources, and other professionals as appropriate. **E**

Observe and evaluate student performance in meeting course objectives and student learning outcomes through assignments, projects, discussions, and examinations; provide feedback in a timely manner to student inquiries in class, online, or during established consultation office hours. **E**

Plan and organize instruction according to approved course outlines and student learning outcomes to maximize student learning in alignment with department, college, and district goals; implement the student performance objectives as listed on the official course outline of record. **E**

Maintain current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepare and submit data and reports related to course and student progress in a timely manner. **E**

Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to

campus bookstore procedure to ensure timely delivery. **E**

Participate in curriculum and program development; update syllabi; collaborate with discipline faculty on a regular basis to assess and revise measurable student performance indicators for each course; may provide input into the development of student learning outcomes. **E**

Revise and update course content and materials of instruction in accordance with new theory, application, and industry developments within the discipline or area of specialization. **E**

Attend and participate on committees and in department, division, campus, and district meetings; may participate in articulation and matriculation related activities.

May provide work direction to others.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS:**

*Candidates must possess the minimum qualifications for the discipline as approved by the California Community Colleges Board of Governors and defined in the Minimum Qualifications for Faculty and Administrators in California Community Colleges handbook.*

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

### KNOWLEDGE OF:

Current theory and practice within the subject discipline  
Principles and best practices of effective teaching  
Learning theories, both pedagogical and andragogical  
Student learning outcomes and methods of assessment  
Community college curricula  
Community and campus resources, services, programs, and professionals available to students  
Methods of gathering, analyzing, and preparing data  
Modern computing technology  
Record keeping techniques with regard to student enrollment, attendance, and progress

### ABILITY TO:

Exhibit sensitivity to and understanding of the diverse academic, social, economic, cultural, disability and ethnic background of community college students  
Demonstrate a thorough and accurate knowledge in the subject field or discipline  
Deliver course curricula in various learning styles  
Integrate current and emerging instructional delivery technologies into the learning process to enhance teaching and the educational experience  
Maintain professional standards that protect student confidentiality  
Communicate effectively, both orally and in writing using tact, patience, and courtesy  
Establish and maintain effective working relationships, both on and off-campus

Analyze situations accurately and adopt effective courses of action  
Demonstrate commitment to professional excellence and continuous growth within subject field or discipline

## **WORKING CONDITIONS:**

### ENVIRONMENT:

Classroom and office environment

### PHYSICAL ABILITIES:

Operate computers and other office equipment and technology

Communicate to exchange information