BARSTOW COMMUNITY COLLEGE DISTRICT

JOB DESCRIPTION

POSITION: FULL-TIME COLLEGE INSTRUCTOR – CHEMISTRY AND PHYSICAL SCIENCE

The full-time college instructor will be directly responsible to the Vice President of Academic Affairs.

A. General Scope of Responsibilities

1. Practice excellence in teaching and instruction.
2. Demonstrate evidence of professional growth and academic currency.
3. Carry out the responsibilities specific to his/her area, department and/or program.
4. Contribute to the College Community by participation in service activities.
5. Contribute to the local community by participation in service activities.

B. Teaching and Instruction

1. Begin class on time in an orderly, organized fashion.
2. Be courteous to and approachable by students.
3. Follow approved policies and procedures in the conduct of all instructional activities.
4. Use effective motivation to help stimulate a personal desire to learn the subject/skill(s).
5. Constantly strive to improve instruction through:
    a. Self-analysis and evaluation.
    b. Observation and study of new instructional techniques for lecture, laboratory or performance courses.
    c. The use of technology where applicable to enhance the learning environment.
    d. Re-evaluation and re-definition of instructional objectives.
    e. Continual revision and updating of course content and materials of instruction.
    f. Attendance at the division meetings, conferences on improvement of instruction, and such activities as may be required for self-improvement.
    g. Initiation and/or participation in overall department/division wide program development, maintenance, evaluation, revision and/or expansion.
6. Meet and assist students during office hours or by appointment at other reasonable times.
7. Prepare complete course syllabi.
8. Utilize standard methods of evaluation listed in course outlines or other materials approved in advance by the Office of Instruction.

C. Professional Growth and Currency

1. Instructors are required to engage in activities, which demonstrate a pattern of academic, professional, and/or technical updating or currency.

D. Area or Departmental Responsibilities

1. Be knowledgeable about and abide by College policies and procedures, including accurate and timely submission of all reports, grades and paper work.
2. Attend all meetings scheduled by the administration for planning and orientation.
3. Order instructional materials (e.g., textbooks, manuals, syllabi, and equipment) with sufficient lead-time to ensure for use in teaching.
4. Work with the Office of Instruction:
    a. Assist in scheduling for area of responsibility.
    b. Prepare and submit information needed for the development of area budgets.
    c. Attend Division meetings as requested.
    d. Assist in course staffing (part-time faculty) functions.
5. Perform other reasonable duties as assigned by the Office of Instruction.
6. Comply with the BCCD Collective Bargaining Agreement Provisions such as:
    a. All full-time instructors shall be present on campus for thirty (30) hours per week, including a minimum of two (2) hours per day on the days that they teach.
    b. All full-time instructors shall maintain a schedule of at least five (5) office hours per week for every school week, or no fewer than four (4) days per week as office time for consulting with and assisting students.
    c. Comply with other requirements of said bargaining agreement as required.

E. College-Wide Service

1. Volunteer to serve on College committees.
2. When requested serve on College committees and project teams.
3. Participate in faculty governance e.g. Academic Senate.

F. Community Service (optional)

1. The college values the contributions made to the local community by the instructional staff. These contributions can enhance the instructor's expertise in his/her field and contribute to the College. These contributions are at the option of the instructor and are not formal requirements of the position, but they are recommended.

G. Minimum Qualifications

Master's in chemistry OR Bachelor's in chemistry or biochemistry AND Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology or geochemistry.
OR
Master's in geology, geophysics, earth sciences, meteorology, oceanography or paleontology OR Bachelor's in geology AND Master's in geography, physics, or geochemistry

Board approved: 10/16/2019