



Job Description

JOB TITLE: English Instructor
LAST REVISED: SEPTEMBER 1995

DEFINITION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture and laboratory instruction, evaluate student performance of students engaged in the study of English and other related courses, as directed, and do related work, as required.

Curriculum Development - ESSENTIAL: Review and evaluate curriculum in order to meet student interests and needs within the parameters of Divisional and/or Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture and laboratory content; coordinate with educational administrator to assure transferability of courses within the California State University (CSU) and University of California (UC) systems; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the curriculum committee and/or other appropriate shared governance body; make changes to curriculum as necessary and as approved within the shared governance structure. **PERIPHERAL:** Review curriculum for concordance with changes in laws, regulations, and standards.

Lecture/ Laboratory Preparation - ESSENTIAL: Complete book order forms and provide the District bookstore with master copies of syllabi for printing; place appropriate reference items on reserve in the library; prepare lesson plans to be used in a lecture and/or coordinate lectures with laboratory learning assignments.

PERIPHERAL: Review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks and/or laboratory manuals determined to be the most useful and appropriate; attend classes, workshops, conferences and symposiums to increase and/or update knowledge of subject matter and teaching methods and techniques; read current literature (normally several sources- books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update syllabus materials for lectures and/or laboratories; review and select and/or prepare computer and audio-visual materials for classroom and/or laboratory use; prepare typewritten and/or graphic handouts and/or transparencies for classroom and/or laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials; familiarize self with operation of all equipment currently available for use and which is appropriate for the subject area.

Lecture/ Laboratory Presentation - ESSENTIAL: Introduce and present lecture/laboratory information and concepts in a clear and logical manner; use analogies and/or examples to convey important concepts; provide instructional objectives to direct student learning; outline major points of information on board or overhead projector; enhance presentations with visual aids and/or demonstrations and/or examples, as available; prepare and distribute handouts to clarify particularly difficult topics; answer student questions clearly and without ridicule, improper criticism or bias; encourage student participation and involvement in classroom and laboratory discussions; provide equal opportunity for student participation; monitor student activity and take steps to prevent and/or control unacceptable behavior; design and develop new classroom and laboratory exercises to demonstrate major concepts; promote use of critical thinking in all laboratory exercises; demonstrate laboratory techniques and operation of equipment; assign homework and laboratory assignments to students, and assign research topics in conformity with Modern Language Association (MLA) standards. **PERIPHERAL:** Erase chalk/whiteboards and otherwise prepare and oversee classrooms after class sessions.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests and laboratory/classroom examinations which are understandable and which fairly evaluate student progress; monitor student activity during examinations/quizzes and take steps to prevent and/or control unacceptable behavior, e.g., cheating; deal swiftly, rationally, and consistently with persons involved in cheating and/or other unacceptable behavior; read and evaluate student responses on examinations/quizzes, and mark and grade papers accordingly; assign, read and

Job Description

evaluate homework assignments/projects to promote learning; tabulate scores and assign official grades; record scores and student attendance on appropriate forms, as required; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.)

PERIPHERAL: Input student scores into a computer (including word processing software), and make printouts of scoring data available to affected students.

Shared Governance Participation - ESSENTIAL: Attend and participate in departmental meetings and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, etc.); participate in articulation/curriculum development, investigation and costing of departmental equipment needs and selection of textbooks; represent department by serving on campus-wide committees; in coordination with educational administrator, assist in performance evaluation of part-time English language instructors. **PERIPHERAL:** Attend and participate in divisional and/or building meetings and activities, as well as those organized by the Faculty Senate and the Staff Development Committee; serve on employee selection committees, as requested; attend Board of Trustees and/or College Council meetings, as necessary; respond to information polls distributed by the Faculty Senate.

Ancillary Student Services - ESSENTIAL: Hold regular office hours; provide advice to students regarding academic performance; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies. **PERIPHERAL:** Provide students with letters of recommendation, as requested; hold review sessions of classroom/laboratory material, as necessary; advise and encourage students relative to English Department curriculum; provide opportunities for participation in field trips and/or club activities.

MINIMUM QUALIFICATIONS

Degrees/Licenses/Certifications:

ESSENTIAL: Master's degree in English, literature, comparative literature, or composition **OR** Bachelor's degree in any of the above **AND** Master's degree in linguistics, Teaching of English as a Second Language (TESL), speech, education (with specialization in reading, creative writing, or journalism **OR** the equivalent.

Knowledge of:

ESSENTIAL: English language grammar, composition, syntax, usage, vocabulary, pronunciation, spelling and punctuation, including dialectical differences; teaching practices, methods, and techniques. **PERIPHERAL:** Computer operation, particularly word processing applications; operation of laboratory equipment; CSU and UC transferability requirements; MLA research standards.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain English language concepts in a logical, sequential fashion; provide students with a "hands on" learning experience in a classroom and/or laboratory setting; form and maintain effective working relationships with peers, staff and students; work independently to solve problems. **PERIPHERAL:** Operate a computer (including word processing software); recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to perform work in the confines of a classroom and/or laboratory environment and to perform the following, with or without reasonable accommodation: **Frequently:** Utilize vision (near) for reading printed and written materials, chalk/whiteboards and computer screens; reach (overhead and low) to operate equipment and present lecture information; stand, sit, walk and turn to present lectures, other instruction, and to deliver instructional materials in the classroom and laboratory; utilize manual and finger dexterity to operate equipment, including computers; utilize hearing to respond to student questions, normal



Job Description

conversation, and telephone calls. **PERIPHERAL:** Frequently: sit, to operate computers and other office and laboratory equipment.

Faculty Salary Schedule, subject to placement at date of hire.

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.