

Job Description

JOB TITLE: Human Development & Family Instructor

LAST REVISED: FEBRUARY 1998

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 Human Development and Family and other related courses, and perform other related work as required.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum, in order to meet student interests and needs within the parameters of Divisional/Departmental budget constraints and availability of equipment and materials; coordinate with adjunct faculty Instructors to enhance consistency of lecture/laboratory content; 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 bodies; 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 in the academic discipline.

Lecture/ Laboratory Preparation - ESSENTIAL: Complete book order forms and provide 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 laboratory and coordinate lectures with laboratory learning assignments; attend conferences to increase knowledge of subject matter and teaching methods and techniques; assemble laboratory materials; determine whether equipment is functioning properly; check equipment and return items and equipment to proper storage areas; coordinate with Instructional Assistants to maintain inventories; prepare listings of laboratory materials needed and supply Instructional Assistants with a materials listing and a schedule of laboratory protocols; set up, check, and monitor operation of laboratory equipment to ensure everything required is ready for use and collect and return equipment and materials to their proper storage areas at the end of the laboratory period(s); 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; 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 laboratory use; review and select and/or prepare computer and multi-media materials for classroom/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; coordinate with Instructional Assistants to train and direct student help to assist in laboratory preparation and clean-up chores; experiment with changes in laboratory procedures and/or equipment which is appropriate for the subject area; coordinate with Instructional Assistants to see that equipment is cleaned and maintained according to health and safety standards and is properly stored.

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 human development, life span, and early childhood education concepts; provide instructional objectives to direct student learning; outline major points of information on board or overhead projector; enhance presentations with multi-media aids and/or demonstrations and/or examples, as available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and directly; encourage student participation and involvement in classroom and laboratory discussions; monitor student activity and maintain an optimal learning environment; design and develop new laboratory exercises to demonstrate major life span and early childhood education concepts; promote use of critical thinking and the scientific method in all laboratory protocols; help students to set up and operate laboratory equipment; interpret and explain data being collected and acknowledge and explain variations as characteristic of human development and family and early childhood education and provide equal opportunity for student participation; move about the laboratory working with individual students; stay physically

Job Description

present in the laboratory to supervise activities; demonstrate laboratory techniques and the operation of equipment. **PERIPHERAL:** Assume responsibility for clean-up of broken glassware in laboratory; advise students of hazards associated with electrical equipment, chemicals, etc.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, texts and laboratory/classroom examinations which are understandable and which fairly evaluate student progress; monitor student activity during examinations/quizzes and takes steps to ensure that performance is ethical; read and evaluate student responses on examinations/quizzes and mark and grade papers accordingly; evaluate projects, collaborative learning activities, and student peer evaluations; assign, read, and evaluate homework assignments/projects to promote learning; tabulate scores and assigns official grades; 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 using word processing software and make printouts of scoring data available to 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, program review, text evaluation, course information, etc.); participate in articulation/curriculum development, investigation and pricing of departmental equipment needs and selection of textbooks; represent department by serving on District-wide committees; participate in peer evaluation and self-evaluations; assist in generating a budget; develop class schedules in conjunction with other full-time faculty members; provide input for program and course updates in the college catalog; maintain and participate in program area advisory councils. **PERIPHERAL:** Attend and participate in divisional meetings and activities, as well as those organized by the Faculty Senate and the Staff Development Committee; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

Ancillary Student Services - ESSENTIAL: Hold regular office hours; provide advice to students regarding academic performance, career choices, and personal goals; 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 Human Environmental Sciences Department curriculum; participate in events and activities sponsored by the department.

MINIMUM QUALIFICATIONS

Degrees/Licenses/Certifications:

ESSENTIAL: Master's degree in Child Development, Early Childhood Education, Human Development, Home Economics/Family and Consumer Studies with a specialization in Child Development/Early Childhood Education, Educational Psychology with a specialization in Child Development/Early Childhood Education OR a Bachelor's degree in any of the above AND a Master's degree in Social Work, Educational Supervision, Elementary Education, Special Education, Psychology, Bi-lingual/Bi-cultural Education, Life Management/Home Economics, Family Life Studies, or Family and Consumer Studies OR the equivalent.

Knowledge of:

ESSENTIAL: Human Development and Family; Early Childhood Education; life management and general consumer/home economics disciplines; careers and vocations related to these fields of study; laboratory preparation procedures; operation of laboratory equipment utilized to record life span and early childhood education data; scientific methodology; teaching practices, methods, and techniques; laboratory hazards and appropriate safety protocols. **PERIPHERAL:** Computer operation.



Job Description

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain human development and family, early childhood education, life management and consumer/homemaking concepts in a clear, logical and concise fashion; correctly interpret data and draw accurate conclusions; prepare laboratory equipment and materials; provide a “hands-on” learning experience in a laboratory setting; supervise students in community settings; interact effectively with student, peers, other staff, and administrative personnel; work independently and cooperatively for the well-being of the Human Environmental Services Department; recognize variation in student backgrounds, abilities, and learning styles; maintain integrity, honesty, reliability, and cooperation. **PERIPHERAL:** Operate a computer.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function effectively indoors in a classroom and/or laboratory environment engaged in work of primarily a moderately active nature and to accomplish the following, with or without reasonable accommodation: Frequently: Utilize vision (near and far) to read written materials and computer screens and to operate and observe functioning of potentially dangerous equipment in a laboratory setting; reach (overhead and low) to operate equipment, obtain/store laboratory materials, and present lecture information; stand (occasionally for moderately long periods of time), sit, walk, and turn to present lectures, other instruction, and to deliver instructional materials in the classroom and laboratory; lift (from overhead, waist and floor levels, max. 30 lbs.), carry (max. 30 lbs.), push, pull, stoop, squat and bend to move and operate equipment, move boxes of books, and prepare laboratory materials; utilize manual and finger dexterity to operate equipment and tools, including computers, to prepare laboratory materials; utilize hearing for ordinary and telephonic conversation and to respond to student questions. Occasionally: Work in areas subject to exposure to dust, mists, fumes and/or moderately high levels of noise, and limited space. **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.