



Job Description

JOB TITLE: PHOTOGRAPHY INSTRUCTOR

LAST REVISED: APRIL 1993

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. They are **not** intended to reflect all duties which may be performed and additional or different duties from the ones set forth below may be required on occasion to address changing needs of the district.*

SUMMARY DESCRIPTION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture and laboratory instruction, evaluate the performance of students engaged in the study of photography, photojournalism (including field studies) and other related courses, as directed, and to do related work, as required.

REPRESENTATIVE DUTIES

Curriculum - ESSENTIAL: Review, update, and evaluate curriculum development 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 adjunct faculty instructors to enhance consistency of lecture and laboratory content, and, in collaboration with the Division Dean, design and develop Photography Department curriculum; 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; serve as Photography Department liaison with area high schools, colleges and universities on articulation matters; provide updated information for course catalogs and other publications regarding Photography Department degree and certification requirements; prepare semester schedules of Photography Department course offerings, noting sequencing and/or prerequisites for each course; prepare and submit to Division Dean annual and updated Photography Department budgets; participate in hazardous materials training, as necessary. **PERIPHERAL:** Review curriculum for compliance with changes in laws, regulations, and standards.

Lecture/ Laboratory - ESSENTIAL: Complete book order forms, as necessary; place appropriate reference items on reserve in the library, as preparation necessary; prepare lesson plans to be used in lectures and/or coordinate lectures with laboratory learning assignments; prepare, edit, and update syllabus materials for lectures and/or laboratories; organize and present laboratory demonstrations in all photography courses; organize field study courses and field trips; 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, when appropriate; mix chemicals for color and black-and white processes; perform basic equipment repairs; check equipment in and out to students; hire and coordinate the training and supervision of student help to assist in laboratory preparation and clean-up chores; order supplies and compile and/or direct student assistants in compilation of inventories; prepare lists of laboratory materials needed and supply student assistants with a materials listing and a schedule of laboratory activities; coordinate with student assistants to: assemble laboratory materials and move equipment in and out of laboratories, acquire and maintain materials as needed, select and prepare materials for use in the classroom and/or laboratory, prepare solutions and chemicals, check availability and operation of equipment and needed materials, clean, calibrate and check equipment, and return items and equipment to proper storage areas after classroom and/or laboratory use; practice correct handling of hazardous chemical materials and recognize hazards associated with materials; check materials and equipment setups before each laboratory to determine suitability for use; in close

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coordination with Art Instructors, design courses and materials for team teaching Portfolio Design.

PERIPHERAL: Produce work as a photographic artist; In consultation with appropriate department members, review and evaluate new textbooks for content, readability, and cost effectiveness and select textbooks and/or laboratory manuals determined to be the most useful and appropriate; attend classes, workshops, conferences and symposia 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 enhance preparation of lectures; coordinate and confer with book publishing company sales representatives providing instructional materials; experiment with changes in laboratory procedures and/or equipment which will improve instruction; 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 to individuals and groups in a clear and logical manner; use analogies and/or examples to convey important concepts of photography black-and-white, color (including both positive and negative film processes and lighting), photojournalism (including production of photo documentaries), and field studies; provide instructional objectives to direct student learning; identify and discuss characteristics and composition of photographs and other media in the classroom and laboratory; outline major points of information on board or overhead projector; enhance presentations with visual aids and/or demonstrations and/or examples, when appropriate; 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 takes steps to prevent and/or control unacceptable behavior; design and develop new classroom and laboratory exercises to demonstrate major photographic and/or photojournalistic concepts; promote use of critical thinking and the scientific method in all laboratory exercises or experiments; demonstrate laboratory techniques and operation of equipment (cameras, printing equipment, studio lighting equipment, etc.); help students to set up, operate, and troubleshoot laboratory equipment and monitor laboratory activities, assisting as necessary; troubleshoot equipment set-up and operation and make modifications and/or substitutions to allow completion of laboratory activities; instruct students on proper safety standards, precautions, and techniques; move around in the laboratory, working with students; stay physically present in the laboratory to supervise activities.

PERIPHERAL: Speak to other classes and groups on the subject of photography; supervise student clean-up of the laboratory; advise students of hazards associated with electrical equipment, chemicals, etc.; monitor disposal of chemical wastes by students.

Student Performance Evaluation -ESSENTIAL: Develop quizzes, tests and laboratory/classroom examinations which are understandable and which fairly evaluate student progress; conduct student critiques evaluating work; 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; tabulate scores, assign official grades, and maintain student records of grades; record scores and student attendance on appropriate forms, as required; conduct student conferences and advises students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.); assign, read, and evaluate homework assignments and/or projects to promote learning. **PERIPHERAL:** Input student scores into a computer (including word processing software) and make printouts of scoring data available to affected students.

Shared - Governance Activities - 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.); represent department by serving on campus-wide committees; speak to students and others concerning Photography Department activities and programs.

PERIPHERAL: Assist in coordination of the Learning Resources Center Gallery; attend and participates in divisional and/or building meetings and activities, as well as those organized by the Faculty Senate and the Staff Development Committee; serves on employee selection committees and task forces, as requested; serve as a



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functional member of committees and/or task forces; attend Board of Trustees and/or College Council Meetings, as necessary; respond to information polls distributed by the Faculty Senate; promote more effective communication with the Art Department and other departments; advise campus community on photography matters, as requested.

Ancillary Student Services - ESSENTIAL: Hold regular office hours; provide advice to students regarding academic performance and coordinate departmental advisory committee; coordinate annual Student Photography Show in the Learning Resources Center Gallery; advise student newspaper staff on matters concerning operations, layout, and photography; 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 Photography Department curriculum; provide opportunities for participation in field trips and/or club activities.

Other Duties: Performs related duties as required.

MINIMUM QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Degrees/Experience:

ESSENTIAL: Master's degree in fine arts, art, or art history **OR** Bachelor's degree in any of the above **AND** Master's degree in humanities **OR** the equivalent.

Knowledge of:

ESSENTIAL: Photographic and photojournalistic, and related chemical concepts and topics and their interrelation, including black-and-white, color, studio and landscape photography and production of photo documentaries; laboratory preparation procedures; operation of laboratory equipment and materials utilized for photographic processes; scientific methodology; teaching practices, methods, and techniques; laboratory equipment calibration procedures; methods, procedures, and techniques for operation of still, motion picture, and video cameras; studio and commercial lighting methods, procedures, and techniques; laboratory hazards and appropriate safety protocols. **PERIPHERAL:** Current and historical applications and developments and vocations in the fields of photography and photojournalism; computer operation, particularly graphic applications; and motion picture camera operation.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain photographic and photojournalistic concepts and processes in a logical, sequential fashion; produce work as a photographic artist; operate, troubleshoot, test, and calibrate cameras, photographic printmaking, and other laboratory equipment; structure and organize laboratory activities; prepare laboratory equipment and materials; perform minor repairs on laboratory equipment; provide students with a "hands on" learning experience in a laboratory setting; form and maintain effective working relationships with peers, staff and students; work independently to solve problems; recognize variation in student backgrounds, abilities, and learning styles and the value of student body and staff diversity; be patient with students; maintain integrity, honesty, reliability, and cooperation. **PERIPHERAL:** Understand the science of photography in its fine art applications and as a powerful tool of graphic communication; operate a computer (including word processing and graphic software.)

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function effectively indoors in a classroom and/or laboratory environment and outdoors during field study sessions and field trips engaged in work of primarily a moderately active nature and to accomplish the following, with or without reasonable accommodation: Almost constantly:



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Utilize vision (near and far) for reading printed materials and computer screens, operating cameras, and spotting and/or cropping and evaluating photographs, films and videotapes; utilize hearing to respond to student questions, for normal conversation, and for diagnosis of machine/equipment problems, and for placing and receiving telephone calls; bend, to assume positions conducive to optimal camera angles; walk (occasionally for long periods of time and long distances) to provide instruction and demonstrate proper use of equipment and materials during laboratory and field study sessions and during field trips, to distribute instructional materials in classes and laboratories, and to move about the campus environs; Frequently: Reach (overhead and low) to utilize and store equipment and materials; sit, to accomplish desk work; utilize manual and finger dexterity to operate and demonstrate equipment, including computers, to prepare laboratory materials, and to make minor repairs to equipment; work in areas subject to dust, mists, fumes, wet and damp surfaces, chemicals, caustics, confined spaces, and allergenic plants/materials. **PERIPHERAL:** Almost Constantly: stand (occasionally for long periods of time) to deliver lectures and to operate enlarging/developing equipment. Frequently: lift and carry (from overhead, waist, and floor levels, maximum 40 lbs.), push, pull, stoop, squat, and turn, to move and operate equipment, set up studio lights and backgrounds, and clean racks. Occasionally: Wear protective equipment to protect face, eyes, arms, hands, fingers, skin, and total body in the classroom and laboratory; work in areas subject to exposure to high levels of noise.

PHYSICAL REQUIREMENTS:

ESSENTIAL: Incumbent must be able to function effectively indoors in a classroom/laboratory environment engaged in work of primarily a moderately active nature and do the following, with or without reasonable accommodation: Almost constantly: Utilize vision (near and far, corrected 20/20 with color acuity) to see and use equipment and components, read printed and written materials and computer screens, work with instructional equipment and drive vehicles while engaged in official travel; stand upright and forward flexing, often for long periods of time, to deliver lectures and assist students in laboratories; lift (from overhead, waist and floor levels, max. 40 lbs.) and carry (max. 40 lbs.) to move equipment and training aids in and out of storage and between classrooms and laboratories; stoop, bend, squat, kneel, and climb ladders and step stools to reach storage and other areas above ground level to work in, under and around large pieces of electronic equipment; push and pull to utilize hand trucks, carts and vehicles to move equipment and supplies; operate specialized stationary and mobile instructional equipment.

Frequently: Utilize speech and hearing for ordinary and telephonic conversation and to respond to students' questions; utilize hearing to differentiate between normal and abnormal sounds related to instructional equipment to make diagnoses and repairs; utilize manual and finger dexterity and fine motor skills to use tools and equipment to manipulate minute electronic wiring and components and to demonstrate visual aids, wiring, and use of equipment; walk, to move about classroom, laboratory, and campus environs; reach (from overhead and low levels) to demonstrate principles and techniques in a laboratory setting and to pick up tools and equipment from floors and counters; work in school areas subject to risk of exposure to dusts, mists, fumes, wet/damp surfaces, moderately high levels of noise, chemicals and caustics, electrical shock, and falling from heights above ground level while using ladders and/or step stools; wear personal protective equipment to protect face, eyes, hands, fingers, and body. Occasionally: Work in school areas subject to risk of exposure to allergenic plants/materials; wear personal protective equipment (including respirators or other breathing devices) to protect breathing passages, hearing and skin.

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

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.