

Job Description

JOB TITLE: Art History Instructor

LAST REVISED: JANUARY 2011

DEFINITION

Under administrative direction of an educational administrator, to provide instruction to students in various aspects of art history, to develop instruction, provide lecture and laboratory instruction in a variety of teaching modalities, to evaluate students in art history and other related courses, and to do related work, as required.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum with the faculty in the department; evaluate and/or revise course descriptions; coordinate lecture and laboratory content with part-time faculty for consistency; present proposals for curriculum changes to the Curriculum Committee; make changes to curriculum as necessary and as approved within the shared governance structure.

Lecture/Laboratory Preparation - ESSENTIAL: Review and select and/or prepare materials for classroom and laboratory use; prepare lesson plans; select textbooks; complete book order forms; may utilize technology in the classroom; may prepare materials for online and/or web-enhanced teaching environments. **PERIPHERAL:** Review and evaluate new materials; read current literature for lectures and/or laboratories; attend conferences to increase knowledge of subject matter; familiarize self with operation of all equipment.

Lecture/Laboratory Presentation - ESSENTIAL: Introduce and present lecture and laboratory information in a clear and logical manner; use analogies and/or examples to convey important historical concepts; provide instructional objectives; outline major points of information; develop presentations; distribute handouts; answer student questions; encourage student participation; monitor student activity.

Prepare and Maintain Online and Other Visual Resources - ESSENTIAL: Research available visual materials; develop, maintain, and access online databases of visual materials.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests, and laboratory/classroom examinations; monitor student activity during examinations; read and evaluate student responses on examinations/quizzes; assign, read, and evaluate homework assignments; tabulate scores and assign official grades; advise students on academic matters. **PERIPHERAL:** Refer students to appropriate student services.

Shared Governance Participation - ESSENTIAL: Attend and participate in departmental meetings and activities; participate in articulation/curriculum development; serve on employee selection committees. **PERIPHERAL:** Respond in writing to requests for information; serve on campus-wide committees; attend and participate in divisional meetings.

Student Services – ESSENTIAL: Hold regular office hours; provide students and peers with a positive role model. **PERIPHERAL:** Advise students; participate in graduation; provide students with letters of recommendation.

Develop and Schedule Gallery Exhibits – ESSENTIAL: Facilitate gallery operations. **PERIPHERAL:** Curate art exhibits.

Community Awareness – ESSENTIAL: Act as information source to the community. **PERIPHERAL:** Maintain awareness of local community; speak before committee groups; participate in community affairs.

MINIMUM QUALIFICATIONS**Degrees/Experience:**

ESSENTIAL: Incumbent must possess a Master's Degree in Fine Arts, Art, or Art History OR a Bachelor's Degree in any of the preceding AND a Master's Degree in Humanities OR the equivalent.

Knowledge of:

ESSENTIAL: Relevant academic field; teaching/learning techniques and methodologies including classroom technology and distance learning. **PERIPHERAL:** The role of the community college in the educational system and the community; resource materials available in the academic discipline (online, film, audio and video tapes, slides, transparencies, etc.).

Ability to:

ESSENTIAL: Access available resources and functions with the campus community and the school community; use acceptable English language skills; communicate verbally to large and small groups; read, comprehend, retain, and recall a variety of materials; effectively utilize social/interpersonal skills; effectively utilize counseling/teaching/instructional skills; effectively utilize problem solving skills; motivate students; work under stress; identify and define problems; compile and maintain records; set priorities and organize work; apply evaluation techniques and grading systems to instructional programs; prepare and administer adequate budget; outline lecture topic; work effectively with fellow professionals; develop valid tests; develop students assignments; patiently, tactfully deal with the public; communicate in a precise, firm, authoritative, but tactful manner.

PERIPHERAL: Read journals and textbooks.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to perform the following, with or without reasonable accommodation: Almost Constantly: Stand, sit, walk and turn to deliver lectures, other instruction, or instructional materials; to operate equipment and prepare laboratory materials; utilize hearing to respond to student questions, normal conversation, and telephone calls; utilize vision (near and far) to read written materials and computer screens to operate equipment. **PERIPHERAL:** Incumbent must be able to lift up to 75 pounds.

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

FLA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.