



## Job Description

**JOB TITLE:** Art Studio Instructor

**LAST REVISED:** MAY 1997

### DEFINITION

Under administrative direction of an educational administrator, to provide help to students to learn various aspects of Fine Arts by preparing and delivering lesson plans, lectures and supplementary materials, to select appropriate teaching methods and techniques to provide for an enriching academic curriculum to students through classroom and/or laboratory instruction, to evaluate student progress, and to do related work, as required.

### JOB CHARACTERISTICS

Incumbent may supervise or direct work assignments of other employees, as directed.

### EXAMPLES OF FUNCTIONS AND TASKS

**Subject Area Competence - ESSENTIAL:** Maintain adequate knowledge of subject area (appropriate for the academic grade level(s) currently being taught.

**Curriculum Development - ESSENTIAL:** Review and evaluate sufficiency of current curriculum based on student interests, changes in laws affecting area(s) of instruction, and/or changes in academic standards and/or requirements; update and modify course descriptions and outlines, as appropriate; consult with colleagues and other faculty members as to type of changes needed in curriculum; keep management advised of changing requirements in area(s) of expertise; attend Curriculum Committee meetings; write detailed course curriculum by researching subject matter, defining what students should learn, and administering and/or recommending tests.

**PERIPHERAL:** Formulate and conduct surveys to assess curriculum needs.

**Lecture/ Laboratory Preparation - ESSENTIAL:** Determine lecture/lesson objectives and goals; define time sequences, method(s) of approach, and order of presentation for each lecture/lesson; prepare handouts and arrange for audio-visual aids and materials as part of the lesson plan; prepare activities and experiences designed to aid students in comprehending information presented; read, review, and evaluate a variety of materials for use in lecture/lesson plan; prepare audio-visual materials for presentation; prepare syllabi for laboratory sessions. **PERIPHERAL:** Prepare accurate and clear outlines for each lecture session; arrange for and schedule guest lecturers.

**Lecture/ Laboratory Presentation - ESSENTIAL:** Introduce and convey lecture/lesson materials and concepts in a clear and logical manner; effectively use a variety of methods to present information to class, e.g., lectures, group discussion, demonstration, etc.; encourage students to ask questions and actively participate in class activities; define and explain new concepts and ideas to class; ask questions to determine student comprehension of material presented; utilize handouts and instructional aids to facilitate lecture/lesson presentation; foster classroom atmosphere which reflects sensitivity to cultural diversity and mutual respect for divergent points of view.

**Student Evaluation/ Assessment - ESSENTIAL:** Develop standards and criteria for evaluating student achievement and subject area competence; develop, administer, and grade written, oral, and performance tests and projects; evaluate student progress or achievement and provide feedback via written comments or conferences; objectively evaluate students challenging the class; evaluate comments and questions of students to determine if additional teaching segments require development. **PERIPHERAL:** Identify and evaluate learning problems of students and make recommendations for improvement.

**Administration/ Recordkeeping - ESSENTIAL:** Develop and maintain procedures for accurately recording attendance and absence of students; prepare progress reports, grade reports, and other necessary

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correspondence accurately and on time; order supplies, equipment, textbooks and other class materials; complete necessary requisitions, purchase orders (POs), and request forms; report classroom maintenance needs to proper source; keep familiar with District policies and procedures; prepare budget requests and submit to proper source; schedule and keep office hours; develop class schedule based on room availability; complete data processing information sheets for enrollment reporting. **PERIPHERAL:** Keep records and files of class assignments, grades, student progress and performance, equipment assigned, etc.; maintain inventory and records of instructional supplies on hand.

**Campus Committees - ESSENTIAL:** Attend and participate in a variety of committee and faculty meetings; participate in selection committees to staff departmental positions. **PERIPHERAL:** Attend and participate in a variety of committee and faculty meetings related to shared governance; review agenda items and schedule time for committee meeting attendance; research a variety of topics and issues scheduled for discussion at meetings; maintain file or minutes and agenda items.

**Oral Communication - ESSENTIAL:** Speak clearly and distinctly when presenting information to class; adjust volume of speech so that students in the rear of the classroom can hear; explain instructions and give directions in a clear and concise manner; use correct grammar and language when speaking.

**Written Communication - ESSENTIAL:** Write or print clearly on chalkboard. **PERIPHERAL:** Express thoughts and ideas clearly and concisely in writing; use correct grammar, sentence structure and punctuation when writing; take clear and accurate notes; compare a variety of correspondence, reports and other written communications. (Continued)

**Advising/ Counseling - ESSENTIAL:** Maintain office hours and schedule student conferences; keep abreast of changes in District instructional policies, procedures, and requirements and advise students of same; establish a supportive atmosphere for dealing with individual students. **PERIPHERAL:** Advise and counsel students on a variety of issues, including academic progress, requirements, and standards; advise students of changes in general education and major requirements; listen carefully to students to ascertain needs and motivations for career preference(s); spend time with individual students to learn their needs, opinions, fears, and ideas, as feasible and appropriate; counsel students as to appropriate course(s) of action to pursue and attain educational goals and objectives; serve as a resource to management and the local community in area(s) of expertise.

**Professional Development - ESSENTIAL:** Evaluate own professional status to determine what steps should be taken to broaden or strengthen teaching skills; keep abreast of changes in area(s) of expertise through attendance at conferences, seminars, workshops, visits to galleries and museums, etc.; remain active as a creative artist; remain receptive and open to new professional trends and teaching methods. **PERIPHERAL:** Subscribe to journals and magazines in area(s) of expertise, as feasible and appropriate; confer with colleagues regarding current trends and changes in discipline(s) taught; implement, as appropriate and feasible, new techniques in classroom instruction and evaluate effectiveness.

**Faculty Evaluations - ESSENTIAL:** Assist in evaluation of teaching performance of peers in classroom and take notes on instructional performance; write or assist in written evaluations and identify area(s) needing improvement; maintain awareness of specific criteria and standards used to prepare instructional evaluations.

**Community Awareness - PERIPHERAL:** Maintain awareness of the local community in order to plan, develop, or promote specific courses, programs and/or curriculum; speak before community groups and organizations regarding subject area knowledge, as feasible and appropriate; participate in community affairs and groups, as feasible and appropriate; survey community organizations to monitor changes in standards or curriculum requirements; act as information source to community agencies and individuals in area(s) of expertise and attend community meetings to promote District programs, as feasible and appropriate.



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**Supervision - PERIPHERAL:** Supervise, direct, and review work of others for accuracy and compliance with standards; train employees in assigned tasks; assign work tasks to employees and monitor progress in achieving goals and objectives.

**Student Employment - PERIPHERAL:** Receive and disseminate information regarding current job opportunities to students; assist students seeking employment, as feasible and appropriate; survey community agencies and organizations to discover job prospects; coordinate work study programs; answer and provide job reference inquiries for students; survey employers to determine preparedness of students for employment; maintain student records for job and reference purposes.

**Student Activities - ESSENTIAL:** Participate in student activities and organizations to foster an enriched learning environment based on practical experience and diversity of learning opportunities, as feasible and appropriate; participate in graduation ceremonies.

**Discipline - ESSENTIAL:** Develop standards of behavior for classroom conduct which foster an atmosphere of courtesy and respect for individual viewpoints, and communicate them clearly to students; explain consequences for violating standards; handle student complaints fairly.

### 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 (in-depth, current, and accurate); required safety practices; available resources and functions, such as services, agencies, and materials to aid self and students; concepts of the appropriate academic discipline; resource materials available in the academic discipline, such as film, audio and video tapes, transparencies, books, articles, etc.; a variety of instructional methods applicable to large and small group classes, such as lecture, demonstration, discussion, use of media, and student involvement techniques; research methods and testing techniques.

#### Ability to:

**ESSENTIAL:** Use acceptable English language skills, including composition, interpretation, comprehension, proper grammar, spelling and punctuation; orally communicate in English to large and small groups, including presentation, instruction, explanation, interpretation, listening, and interviewing with individuals from a variety of educational and socio-cultural backgrounds and individuals with physical, emotional, or educational disabilities; read, comprehend, retain, and recall a variety of material in English, including basic and technical information, professional journals, and textbooks; effectively utilize social/interpersonal skills, such as patience, tact, and courtesy when dealing with students, staff, and the public; effectively utilize counseling/teaching/instructing skills, including listening and negotiating skills; effectively utilize problem-solving skills; read and comprehend literature of the appropriate academic discipline, such as professional journals and textbooks; speak effectively in public, including planning and preparation of material; motivate students; adjust to changes in workloads and planned lessons; work under the stress of meeting deadlines; effectively control groups of people; identify and define problems, identify and evaluate alternative solutions, and select and act on the best alternative; compile and maintain records; set priorities, organize work, and establish goals and objectives, including learning objectives, and use time effectively; organize materials in a logical format; apply a variety of evaluation techniques and grading systems to evaluate the effectiveness of instructional programs; identify individual student needs, skills, and limitations; develop, prepare and/or secure instructional aids, such as films, transparencies, audio and video tapes, books, handouts, and other written resources for students; prepare and administer adequate budget

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information for instructional program(s); outline lecture topics to present clear, well-organized lectures; work effectively with fellow professionals; structure and evaluate course learning objectives; develop valid tests to measure learner progress in meeting course objectives; develop student assignments to support concepts taught in the course; recall, from memory, facts and concepts related to the appropriate academic discipline(s); patiently, tactfully, and courteously deal with the public; teach students with a wide range of learning abilities and a variety of cultural/ethnic backgrounds. **PERIPHERAL:** Communicate in a precise, firm, authoritative, but tactful manner; write legible, clear, concise, grammatically correct English, with technical accuracy in recording and copying information and data received in written form or orally; identify students having learning difficulties and direct them to appropriate area(s) for counseling and/or testing; utilize observational memory techniques and alternative selection; conduct, collect and organize research; organize and analyze information and relationships of data; effectively utilize skill in formulating and synthesizing recommendations, defining problems, and collecting information; establish alternatives in order to draw valid conclusions; train others in and learn theory; assist in coordinating group work efforts; perform counseling/advising using techniques which provide academic guidance to students; apply research techniques to locate and collect information; adjust/adapt teaching according to common social and emotional problems; identify written resources such as lecture outlines, study guides and information sheets for students; perform math skills needed to compute student grades; work cooperatively and effectively with other members of large group lecture teams; observe proper lifting techniques and other safety precautions to avoid injury to self or others.

### **Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to function indoors in a classroom/studio environment engaged in work of primarily a moderately active to active nature, and to accomplish the following, with or without reasonable accommodation: **Constantly:** Maintain cardio-vascular fitness to engage in work of a moderately active to active nature. **Almost Constantly:** Utilize vision (near and far) to demonstrate visual arts, communicate visual arts concepts and techniques, evaluate work of student artists, and to read printed materials and computer screens; utilize hearing and speech for ordinary and telephonic conversation, to respond to student questions, to provide lectures, and to hear sound prompts from equipment and machinery; stand upright and forward flexing and balance to operate stationary and mobile equipment and machinery and to demonstrate visual arts techniques at easels; climb and balance to use ladders and step stools to place and retrieve materials in and out of storage areas above ground level; work in areas subject to exposure to risk of falling from above ground level. **Frequently:** Operate stationary and mobile equipment and machinery; utilize manual and finger dexterity to demonstrate assignments and visual arts techniques and to operate stationary and mobile equipment and machinery; lift (from overhead, waist, and floor levels, max. 75 lbs.) and carry (max. 75 lbs.), push, pull, reach (from low, level, and overhead), crawl, kneel, stoop, bend, squat, and twist and turn head and trunk to place and retrieve equipment and materials in and out of storage areas, to demonstrate assignments and techniques, to move sculptures and other works, and to load kilns used for firing ceramics. **Occasionally:** Work in areas subject to exposure to dusts, mists, fumes, wet/damp surfaces, moderately high levels of noise, chemicals and caustics; work in areas subject to exposure to risk of cuts from stationary and mobile equipment and machinery; work in areas subject to risk of exposure to bloodborne and other pathogens; wear personal protective equipment (including a respirator or other breathing device) to protect breathing passages, face, eyes, head, scalp, arms, hands, fingers, hearing, and skin.

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

**FLSA exempt.**

**SCFA bargaining unit status.**

**Classification II, Bloodborne Pathogens Exposure Control Program.**