



Job Description

JOB TITLE: Business Instructor (Management Emphasis)

LAST REVISED: SPRING 2011

DEFINITION

Under administrative direction of an educational administrator, prepare and present lecture and laboratory instruction, evaluate students' performance engaged in the study of general business and management, develop curriculum, participate in shared governance and other activities in support of the instructional program, and do related work, as required.

JOB CHARACTERISTICS

Incumbent may supervise student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Lecture/ Laboratory Presentation-ESSENTIAL: Present lecture/laboratory information and concepts in a clear and logical manner; use current examples and /or analogies to convey important concepts; provide instructional objectives to assist student learning; outline, summarize and emphasize major points; enhance presentations with visual aids, handouts, and demonstrations; answer student questions clearly; encourage student participation in classroom discussions.

Student Performance Evaluation -ESSENTIAL: Develop quizzes, examinations, term papers, homework assignments, projects, and laboratory assignments which fairly evaluate student progress in acquiring knowledge of subject material; monitor student activity during examinations and quizzes; read, evaluate, and grade student responses on examinations, quizzes, and projects; assign, read, and evaluate student homework assignments and projects; tabulate scores and assign official grades; advise students on matters regarding their academic performance; refer students to appropriate student services (e.g., Extended Opportunity Programs and Services [EOPS], the Learning Skills Center, Tutoring Center, Writing Center, etc.) for specialized testing and tutoring.

Lecture/ Laboratory Preparation -ESSENTIAL: Review and select textbooks appropriate for each course; further evaluate textbooks for cost and readability; read material to stay current in the field; develop supplemental materials for use in classroom and laboratory; develop syllabi for each course; prepare lesson plans for each class meeting, as appropriate; coordinate lectures with laboratory assignments, as applicable. **PERIPHERAL:** Maintain memberships in groups organized to maintain currency in various fields.

Curriculum Development - ESSENTIAL: Review and evaluate curriculum to meet student interests and needs; work with local businesses and advisory committees to meet employment needs; coordinate with regular and part time faculty members to enhance consistency of courses; evaluate and/or revise courses to meet changing needs; present proposals for curriculum changes to the Curriculum Committee and/or other appropriate shared governance bodies.

Shared Governance Activities - ESSENTIAL: Attend and participate in District, division, and department meetings; participate in Advisory Committee meetings, attend Board of Trustees and/or Strategic Council meetings, as necessary; represent department and/or division by serving on District-wide committees; serve on employee selection committees, as requested; serve on faculty peer evaluation committees, as requested. **PERIPHERAL:** Read minutes of shared governance bodies, Board of Trustees reports, and other written material to maintain knowledge of District activities; read and respond to information polls distributed by the Academic Senate and/or other shared governance bodies.

Student Services - ESSENTIAL: Post and hold regular office hours; acknowledge of diversity of student population and plan accordingly to include all students; provide students with a positive role model in terms of



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character and citizenship; participate in commencement and other student award ceremonies; provide students with letters of reference, as requested. **PERIPHERAL:** Promote articulation with feeder high schools and with transfer universities encourage and assist students with internships and scholarship applications; invite guest speakers to share their on-the-job experiences; arrange field trips to enhance students' knowledge of job opportunities.

Special Programs - ESSENTIAL: Participate in special programs related to enhancement of instruction (e.g., Career fairs, Student Services outreach activities, etc).

MINIMUM QUALIFICATIONS

Degrees/Experience:

ESSENTIAL: Incumbent must possess a Master's Degree in business administration, business management, business education, marketing, public administration, or finance OR Bachelor's in any of the above AND Master's in economics, accountancy, taxation, or law OR the equivalent. Incumbent must have college or high school (or equivalent) teaching experience.

Knowledge of:

ESSENTIAL: Business concepts and principles including management and accounting principles and practices; teaching practices, methods, and techniques. **PERIPHERAL:** Computer operating systems applications software appropriate for Business courses.

Ability to:

ESSENTIAL: Lecture in front of large and small groups; explain business concepts and principles in a logical, sequential manner; provide students with a "hands on" learning experience in the laboratory; show sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students; provide for the special needs of students with disabilities; form and maintain effective working relationships with students and other faculty members and staff; maintain personal integrity, honesty, reliability, and cooperation; work independently and/or collaboratively to solve problems; observe routine safety precautions for use of equipment. **PERIPHERAL:** Develop activities and assignments to address diverse learning styles.

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function indoors in a classroom/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) to read written materials and computer screens; utilize vision (far) to critique body language and other nuances of student performance; utilize hearing and speech for ordinary and telephonic conversation, to deliver lectures and respond to student questions, and to listen to student presentations; stand upright and forward flexing to deliver lectures and view student group activities classrooms and/or laboratories; walk, to move about classroom and campus environs; utilize manual and finger dexterity to write and to operate computers and audio/visual and other equipment; lift (from overhead, waist, and floor levels, max. 50 lbs.) and carry (max. 50 lbs.) to move equipment and materials to and from classrooms/laboratories and in and out of storage areas; reach (from low, level, and overhead) to connect computer and audio/visual equipment and turn television monitors on and off; twist and turn head and trunk to deliver lectures and assist students with laboratory activities.

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

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.