



Job Description

JOB TITLE: Business Instructor (Law Emphasis)

LAST REVISED: JUNE 2019

PURPOSE

Under administrative direction of an educational administrator, the Business Instructor will prepare and present lecture and laboratory instruction, evaluate students' performance engaged in the study of business law, develop curriculum, participate in shared governance and other activities in support of the instructional program, and do related work, as required. This position will be based at the Rocklin Campus, and the incumbent could be expected to teach at satellite campuses, including the Nevada County Campus, the Roseville Center, and Tahoe Truckee Campus

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff and students and values the rich diverse backgrounds that make up the campus community. The Business Law Instructor must demonstrate a profound understanding of and experience with successfully supporting individuals with varying backgrounds. This includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups to ensure the district provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

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, logical and student-centered manner; use current and culturally-inclusive 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; and 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; and provide students with information about student support services (e.g., Extended Opportunity Programs and Services [EOPS], the Learning Skills Center, Tutoring Center, Writing Center, etc.) to ensure a successful learning environment.

Lecture/ Laboratory Preparation -ESSENTIAL: Review and select learning resources such as textbooks, internet sites, and periodicals determined to be the most useful, appropriate and equity-minded for each course; further evaluate textbooks for cost and readability; read material to stay current in the field; read literature (books, newspapers, periodicals, and other print and non-print materials) and attend trainings (if funding permits) on culturally-responsive pedagogy; develop supplemental materials for use in the classroom and laboratory; develop student-centered syllabi for each course; prepare lesson plans for each class meeting, as appropriate; and coordinate lectures with laboratory assignments, as applicable. **PERIPHERAL:** Maintain memberships in groups organized to maintain currency in various fields.



Job Description

Curriculum Development - ESSENTIAL: Review and evaluate curriculum to meet diverse 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; and 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 the department and/or division by serving on District-wide committees; serve on employee selection committees, as requested; and 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; and 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 the diversity of the student population by incorporating culturally-responsive pedagogy and equity-minded teaching practices; provide students with mentorship and serve as a positive role model; participate in commencement and other student award ceremonies; and 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; and 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 Master's in business, business management, business administration, accountancy, finance, marketing or business education OR Bachelor's in any of the above AND Master's in economics, personnel management, public administration, or JD or LL.B. degree OR Bachelor's in economics with a business emphasis AND Master's in personnel management, public administration, or JD or LL.B. degree OR the equivalent.

PREFERRED JD or LL.B.

Knowledge of:

ESSENTIAL: Business concepts and principles including management and accounting principles and practices; teaching practices, methods, and techniques; and methods to successfully support individuals with varying backgrounds, which includes persons with disabilities, various gender identities, sexual orientation, individuals from historically underrepresented communities and other groups. **PERIPHERAL:** Tax, real estate and/or entrepreneurship and small business experience.

Ability to:

ESSENTIAL: Provide interactive lectures in front of large and small groups; explain business concepts and principles in a logical, sequential and equity-minded manner; use a learning management system; teach online; provide students with a "hands on" learning experience in the laboratory; provide for the needs of students with disabilities; form and maintain effective working relationships with students and other faculty members and staff; work independently and/or collaboratively to solve problems; observe routine safety precautions for use of equipment; apply an equity-minded framework and ensure programs, services and processes are designed and delivered to meet the varying needs of all constituents; to interact and work effectively with a diverse population



Job Description

utilizing exceptional interpersonal and intercultural skills; exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff; and 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 hearing and speech to communicate in person, before groups, over the telephone, to hear sound prompts from equipment, to deliver lectures and respond to student questions, and to listen to student presentations; 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.