



Job Description

JOB TITLE: Communication Studies Instructor (General Communication, Specialization in Performance/Cultural Communication)

LAST REVISED: MARCH 2013

DEFINITION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture and laboratory instruction, evaluate performance of students engaged in the study of communication and other related courses, and perform other related work as required.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum, in order to meet student interests and needs within the parameters of Divisional/Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture/laboratory content; coordinate with educational administrator to assure transferability of courses within the California State University (CSU) and University of California (UC) systems; evaluate and/or revise course descriptions to fit curricular designs; present proposals for curricular changes to the curriculum committee and/or other appropriate shared governance body; make changes to curriculum as necessary and as approved within the shared governance structure.

PERIPHERAL: Review curriculum for concordance with changes in laws, regulations, and standards.

Lecture/ Laboratory Preparation - ESSENTIAL: Review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks determined to be the most useful and appropriate; read current literature (normally several sources: books, newspapers, periodicals, and other printed and electronic materials) to prepare lectures; prepare, edit, and update syllabi materials for lectures and/or laboratories; review, select and/or prepare electronic and multimedia materials for classroom/laboratory use; prepare handouts for classroom/laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials; complete book order forms and provide master copies of syllabi for printing; place appropriate reference items on reserve in the library; prepare lesson plans to be used in a lecture and/or coordinate lectures with laboratory learning assignments; familiarize self with operation of all equipment and software currently available for use which is appropriate for the subject area; introduce and present lecture/laboratory information and concepts in a clear and logical manner; use analogies and/or examples to convey important communication concepts; employ instructional objectives to direct student learning; outline major points of information in the classroom; enhance presentations with visual aids and/or demonstrations and/or examples, as available; distribute handouts to clarify particularly difficult topics; answer student questions clearly and respectfully, without ridicule, improper criticism, or bias; encourage student participation and involvement in classroom discussions; monitor student activity and take steps to prevent and/or control unacceptable behavior; maintain order in classrooms and laboratories, and provide equal opportunity for student participation. **PERIPHERAL:** attend conferences to increase knowledge of subject matter and teaching methods and techniques.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, texts and laboratory/classroom examinations which are understandable and which fairly evaluate student progress; 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; assign, read, and evaluate homework assignments/projects to promote learning; tabulate scores and assign official grades in a timely manner; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, DSPS, ESL, EOPS, etc.)



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Shared Governance Participation - ESSENTIAL: Attend and participate in departmental meetings and activities; respond in writing in a timely way to requests for information (for example, department/division, college emails, employment process position questionnaires, unit planning guides, environmental impact reports, etc.); participate in articulation/curriculum development, investigation and costing of departmental equipment needs and selection of textbooks; serve on campus-wide committees; attend and participate in divisional and/or building meetings and activities, as well as those organized by the Academic Senate and the Staff Development Committee; serve on employee selection committees as requested; serve as a functional member of one or more committees and/or task forces. **PERIPHERAL:** attend Board of Trustees and/or Strategic Council meetings as necessary.

Ancillary Student Services - ESSENTIAL: Hold regular office hours; provide advice to students regarding academic performance; provide students and peers with a positive role model in terms of character and citizenship; participate in graduation and outstanding student award ceremonies; provide students with letters of recommendation as requested; hold review sessions of classroom/laboratory material as necessary; advise and encourage students relative to Communication Studies Department curriculum.

MINIMUM QUALIFICATIONS

Degrees/Licenses/Certifications:

ESSENTIAL: Master's degree in speech, speech broadcasting, telecommunication, rhetoric, communication, communication studies, speech communication, or organizational communication, OR Bachelor's in any of the above AND Master's in drama/theater arts, mass communication, or English OR the equivalent.

Knowledge of:

ESSENTIAL: Communication studies, with a specialization performance, cultural studies, mediated communication and/or media; current directions in teaching practices, methods, and techniques as well as critical theory and research.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain communication concepts in a clear, logical and concise fashion; interact effectively with students, peers and administrative personnel; work independently to solve problems; recognize variation in student backgrounds, abilities, and learning styles; maintain integrity, honesty, reliability, and cooperation.

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; work in the confines of a classroom and/or laboratory environment; reach overhead to operate equipment; lift, push, pull, stoop, squat, bend and carry (up to maximum of 20 lbs.) to move and operate equipment and prepare laboratory materials; utilize manual and finger dexterity to operate equipment, computers, and to 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 and to operate equipment.

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

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.