JOB TITLE: Developmental Mathematics Instructor

LAST REVISED: MARCH 1999

DEFINITION
Under administrative direction of an educational administrator, to develop curriculum and course objectives consistent with student outcomes, provide lecture and laboratory instruction in a supportive learning environment, evaluate student performance and progress, participate in shared governance, and do related work, as required.

JOB CHARACTERISTICS
Incumbent may supervise classified support staff and/or student and/or other temporary help, as assigned.

EXAMPLES OF FUNCTIONS AND TASKS

Curriculum Development - ESSENTIAL: Review and evaluate curriculum based on student interests and needs; coordinate with adjunct faculty members to ensure consistency of courses; evaluate, modify, and/or revise course descriptions, outlines, and content to meet changing needs; present proposals for curriculum changes to the Curriculum Committee; define student outcomes and administer appropriate tests to determine students’ levels of achievement; respond to changes in laws affecting areas of instruction and/or changes in academic standards and/or requirements.

Lecture/ Laboratory Preparation - ESSENTIAL: Review and select textbooks appropriate for each course, evaluating such factors as cost and readability; complete textbook order forms, as required; read material to maintain currency of knowledge in assigned academic field(s); develop supplemental materials for use in classroom and/or laboratory; develop syllabi for each course offered; prepare lesson plans for each class meeting, as appropriate; coordinate lectures with laboratory assignments, as applicable; maintain memberships in groups organized to maintain currency of knowledge in assigned academic field(s), as feasible and appropriate; review, select and/or prepare computer materials for classroom/laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials; familiarize self with operation of computer equipment for use in assigned academic field(s).

Lecture/ Laboratory Presentation - ESSENTIAL: Present clear learning objectives for each lecture/laboratory session; present lecture/laboratory information and concepts in a clear and logical manner; use a variety of teaching methods, including lectures, group work, and demonstrations to emphasize learning styles; enhance presentations with visual and/or multimedia aids and handouts and by effective use of whiteboard, chalkboard, and overhead projectors; encourage students to actively participate in class activities and to ask questions; use current examples and/or analogies to convey important concepts; answer student questions clearly; foster classroom/laboratory atmosphere reflecting mutual respect and sensitivity to varying skills levels and diverse socioeconomic and cultural backgrounds.

Student Performance Assessment/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; identify and evaluate learning problems of students and/or refer students to appropriate District student services for specialized testing and/or tutoring, as necessary. PERIPHERAL: Input student scores into a microcomputer database and produce computerized reports of scoring data available for review by affected students.
Student Services - ESSENTIAL: Post and 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; foster an atmosphere of mutual respect for individual differences and communicate them clearly to students. PERIPHERAL: Participate in commencement and/or other student award ceremonies; provide students with letters of recommendation, as requested and appropriate.

Shared Governance Participation - ESSENTIAL: Attend and participate in District, divisional, and departmental meetings; serve on faculty peer evaluation committees, as requested; maintain familiarity with District policies and procedures. PERIPHERAL: Attend College Council and/or Board of Trustees meetings, as necessary; represent department and/or division by serving on District committees, as feasible and appropriate; serve on employee selection committees, as requested; read minutes/ recollections of shared governance bodies, Board of Trustees reports, and other written materials to maintain knowledge of District activities; read and respond to information polls distributed by shared governance bodies.

Administrative Support - ESSENTIAL: Participate in special programs related to enhancement of District instructional delivery; interact with various external governmental and non-governmental agencies and organizations to enhance District instructional capabilities and efforts; prepare budget requests for assigned area(s), as requested; attend conferences, seminars, workshops, etc., to strengthen teaching skills, as authorized. PERIPHERAL: Prepare orders for supplies, equipment, textbooks, classroom materials, requisitions, purchase orders (POs), and request forms.

MINIMUM QUALIFICATIONS
Degrees/Experience:
ESSENTIAL: Incumbent must possess a Master’s Degree in Mathematics or Applied Mathematics OR a Bachelor’s Degree in either of the above AND a Master’s Degree in Statistics, Physics, or Mathematics Education OR the equivalent.

OR

Incumbent must possess a Master’s Degree in Accountancy, Business Administration with Accounting concentration, OR a Bachelor’s Degree in Business with Accounting emphasis or Business Administration with Accounting emphasis or Economics with Accounting emphasis AND a Master’s Degree in Business, Business Education, Taxation, or Finance OR the equivalent. (NOTE: Bachelor’s Degree with a Certified Public Accountant [CPA] license is an alternative qualification for this discipline pursuant to Title V of that portion of the California Government Code referred to as the Education Code.)

OR

Incumbent must possess a Master’s Degree in Business, Business Management, Business Administration, Accountancy, Finance, Marketing, or Business Education OR a Bachelor’s Degree in any of those listed AND a Master’s Degree in Economics, Personnel Management, or Public Administration OR a JD or LLB degree OR a Bachelor’s Degree in Economics with a Business emphasis AND a Master’s Degree in Personnel Management or Public Administration OR a JD or LLB degree OR the equivalent.

Knowledge of:
ESSENTIAL: Mathematics concepts and principles; teaching practices, methods, and techniques to prepare and teach courses in Developmental Mathematics, including, but not limited to Arithmetic Review and Pre-Algebra; microcomputer operation and software packages/applications pertinent to assigned courses.
Ability to:

**ESSENTIAL:** Lecture in front of small and large groups and direct group activities; explain mathematical concepts and principles in a logical, sequential manner; provide students with a “hands on” learning experience in the classroom/laboratory; show sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of students; develop activities and assignments which address diverse learning styles; provide for special needs of students with disabilities; work with students having a wide spectrum of skill levels; form and maintain effective working relationships with student, staff, external contacts, and the general public; maintain integrity, honesty, reliability, and cooperation; work independently and collaboratively to solve problems; observe routine safety precautions for use of equipment; operate a microcomputer to utilize general and specialized software packages/applications, including specialized mathematics instructional software, to access District host computer student records and/or other databases, and to utilize District network utilities to send and receive electronic mail.

**Physical Suitability Requirements:**

**ESSENTIAL:** Incumbent must be able to function effectively indoors in a classroom/laboratory and/or office environment engaged in work of primarily a moderately active nature, and to accomplish the following, with or without reasonable accommodation: **Frequently:** Utilize vision (near and far) to write, to read written materials and computer screens, and to observe classroom/laboratory activities; utilize hearing and speech for ordinary and telephonic conversation, 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, write on chalkboards and/or overhead projector film, and to type/keybord and/or utilize mouse and/or otherwise operate a microcomputer and other office equipment; walk, to move about classroom/laboratory, office, and campus environs; stand upright and forward flexing to deliver lectures and to view student group activities in classroom/laboratory; lift (from overhead, waist and floor levels, max. 50 lbs.), carry (max. 50 lbs.) to move equipment and materials to and from classroom/laboratory and/or in and out of storage areas; reach (from low, level, and overhead) to connect computer monitors and/or other computer or multimedia equipment and to 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.**