



Job Description

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.



Job Description

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.



Job Description

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/keyboard 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.