



Job Description

JOB TITLE: Nutrition & Life Management Instructor

LAST REVISED: JUNE 1993

DEFINITION

Under administrative direction of an educational administrator, to develop curriculum, provide lecture and laboratory instruction, evaluate the performance of students engaged in the study of nutrition, life management and other related courses, and to do 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 and/or Departmental budget constraints and availability of equipment and materials; coordinate with part-time instructors to enhance consistency of lecture/laboratory content; evaluate and/or revise course descriptions to fit curriculum designs; present proposals for curriculum changes to the Curriculum Committee and/or other appropriate shared governance bodies; make changes to curriculum as necessary and as approved within the shared governance structure. **PERIPHERAL:** Review curriculum in conjunction with changing standards in the discipline.

Lecture/ Laboratory Preparation - ESSENTIAL: 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; attend conferences to increase knowledge of subject matter and teaching methods and techniques; assemble laboratory materials; determine whether equipment is functioning properly; prepare solutions; clean, calibrate and check equipment and return items and equipment to proper storage areas; coordinate with Instructional Assistants to maintain inventories; prepare lists of laboratory materials needed and supply Instructional Assistant(s) with a materials listing and a schedule of laboratory protocols; prepare solutions and/or chemicals, or coordinate their preparation with Instructional Assistant(s); set up, check and monitor operation of laboratory equipment to make certain everything required is ready for use, and collect and return equipment and materials to their proper storage areas at the end of the laboratory periods; review and evaluate new textbooks for content, readability, and cost effectiveness; select textbooks and/or laboratory manuals determined to be the most useful and appropriate; read current literature (normally several sources- books, newspapers, periodicals, and other printed materials) to prepare lectures; prepare, edit, and update syllabus materials for lectures and/or laboratory use; prepare typewritten and/or graphic handouts and/or transparencies for classroom and/or laboratory use; coordinate and confer with book publishing company sales representatives providing instructional materials; coordinate with Instructional Assistant(s) to train and direct student help to assist in laboratory preparation and clean-up chores; experiment with changes in laboratory procedures and/or equipment which will improve instruction; familiarize self with operation of all equipment currently available for use and which is appropriate for the subject area; coordinate with Instructional Assistant(s) to see that equipment is cleaned and maintained according to health and safety standards, and is properly stored.

Lecture/ Laboratory Presentation - ESSENTIAL: Introduce and present lecture/laboratory information and concepts in a clear and logical manner; use analogies and/or examples to convey important nutrition and/or life enhancement concepts; provide instructional objectives to direct student learning; outline major points of information on board or overhead projector; 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 without ridicule, improper criticism or bias; encourage student participation and involvement in classroom and laboratory discussions; monitor student activity and takes steps to prevent and/or control unacceptable behavior; design and develop new laboratory exercises to demonstrate major nutrition concepts; promote use of critical thinking and the scientific method in all laboratory protocols; help students to set up and operate laboratory equipment; interpret and explain data being collected, and acknowledge and explain variations as characteristic of

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nutrition, human behavior, and consumer awareness data; maintain order in classrooms and laboratories, and provide equal opportunity for student participation; move around laboratory, working with students; stay physically present in the laboratory, to supervise activities; demonstrate laboratory techniques and the operation of equipment. **PERIPHERAL:** Assume responsibility for clean-up of broken glassware in laboratory; advise students of hazards associated with electrical equipment, chemicals, etc.

Student Performance Evaluation - ESSENTIAL: Develop quizzes, tests 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; 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; advise students on academic matters regarding their performance; refer students to appropriate student services (for example, ESL, EOPS, etc.) **PERIPHERAL:** Input student scores into a computer (including word processing software), and make printouts of scoring data available to affected students.

Shared Governance Participation - ESSENTIAL: Attend and participate in departmental meetings and activities; respond in writing to requests for information (for example, employment process position questionnaires, unit planning guides, environmental impact reports, program survey, text evaluation, course information, etc.). Participate in articulation/curriculum development, investigation and costing of departmental equipment needs and selection of textbooks; represent department by serving on campus-wide committees. **PERIPHERAL:** Attend and participate in divisional and/or building meetings and activities, as well as those organized by the Faculty Senate and the Staff Development Committee; serve as a functional member of one or more committees and/or task forces; attend Board of Trustees and/or College Council Meetings, as necessary; read and respond to information polls distributed by the Faculty Senate.

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. **PERIPHERAL:** Provide students with letters of recommendation, as requested; hold review sessions of classroom/laboratory material, as necessary; advise and encourage students relative to Human Environmental Services Department curriculum; participate in department-sponsored events and activities, as feasible.

MINIMUM QUALIFICATIONS

Degrees/Experience:

ESSENTIAL: Master's degree in nutrition or dietetics, or dietetics and food administration **OR** Bachelor's degree in any of the above **AND** Master's degree in chemistry **OR** the equivalent.

Knowledge of:

ESSENTIAL: Nutrition and Food Science; life management and general consumer/home economics disciplines; careers and vocations related to these fields of study; laboratory preparation procedures; operation of laboratory equipment utilized to record nutrition data; scientific methodology; teaching practices, methods, and techniques; laboratory hazards and appropriate safety protocols. **PERIPHERAL:** Computer operation, particularly word processing applications.

Ability to:

ESSENTIAL: Lecture in front of large groups of students; explain nutrition and food, life management and consumer/homemaking concepts in a clear, logical and concise fashion; correctly interpret nutrition data and draw accurate conclusions; prepare laboratory equipment and materials; provide students with a "hands on" learning experience in a laboratory setting; interact effectively with students, peers, staff and administrative personnel; work independently and cooperatively for the well-being of the Human Environmental Services Department;



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recognize variation in student backgrounds, abilities, and learning styles; be patient with students; maintain integrity, honesty, reliability, and cooperation. **PERIPHERAL:** Operate a computer (including word processing software).

Physical Suitability Requirements:

ESSENTIAL: Incumbent must be able to function effectively in a classroom and/or laboratory environment engaged in work primarily of a moderately active nature and to accomplish the following, with or without reasonable accommodation: Frequently: Utilize vision (near and far) for reading printed materials and computer screens and for observing operation of potentially dangerous equipment in a laboratory setting; reach (overhead and low) to operate equipment, obtain/store laboratory materials and present lecture information; stand (occasionally for moderately long periods of time), sit, walk and turn to present lectures, other instruction, and to deliver instructional materials in the classroom and laboratory; lift (from overhead, waist and floor level), push, pull and carry (maximum 30 lbs.), stoop, squat and bend to move and operate equipment, to move boxes of books, and to prepare laboratory materials; utilize manual and finger dexterity to operate equipment and tools, including computers, to prepare laboratory materials; utilize hearing to respond to student questions, normal conversation, and telephone calls. Occasionally: work in areas subject to exposure to dust, mists, fumes and/or high levels of noise, and in confined spaces. **PERIPHERAL:** Frequently: sit, to operate computers and other office and laboratory equipment.

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

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.