



Job Description

JOB TITLE: PHOTOGRAPHY INSTRUCTOR

LAST REVISED: DECEMBER 2024

*Job Descriptions are intended to present a descriptive list of the range of duties performed by employees in the position. They are **not** intended to reflect all duties which may be performed and additional or different duties from the ones set forth below may be required on occasion to address changing needs of the district.*

SUMMARY DESCRIPTION

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 Photography 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.

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 photography, digital imaging, and other related courses, as directed, and to do related work, as required.

REPRESENTATIVE DUTIES

Curriculum – ESSENTIAL: Review, update, 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 adjunct faculty instructors to enhance consistency of lecture and laboratory content, and, in collaboration with the Division Dean, design and develop Photography Department curriculum; 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; serve as Photography Department liaison with area high schools, colleges and universities on articulation matters; provide updated information for course catalogs and other publications regarding Photography Department degree and certification requirements; prepare semester schedules of Photography Department course offerings, work with support staff to prepare and submit to Division Dean annual and updated Photography Department budgets; participate in hazardous materials training, as necessary.

Lecture/ Laboratory – ESSENTIAL: For courses taught online and in the classroom, use inclusive, student-centered instructional approaches; prepare lesson plans and prepare appropriate learning resources to be used in lectures and/or coordinate lectures with laboratory learning assignments; prepare, edit, and update course syllabi; organize and present laboratory demonstrations in all relevant photography courses; organize field study courses and field trips; review and select and/or prepare instructional materials for classroom and/or laboratory use; mix chemicals for laboratory use; perform basic equipment repairs; check equipment in and out to students; hire and coordinate the training and supervision of student help. **PERIPHERAL:** Produce work as a photographic artist; In consultation with appropriate department members, review and evaluate instructional materials for content, readability, and cost effectiveness and select instructional materials determined to be the most useful and appropriate; attend classes, workshops, conferences and symposia to increase and/or update knowledge of subject matter and teaching methods and techniques; maintain currency in the field of photography to enhance preparation of lectures; experiment with changes in laboratory procedures and/or equipment which will improve instruction; familiarize self with operation of all equipment and computer software available for use and which is appropriate for the subject area.

Lecture/ Laboratory Presentation – ESSENTIAL: For online, in-person, and field study courses, introduce and



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present lecture/laboratory information and concepts to individuals and groups in a clear, logical, and student-centered manner; use analogies and/or examples to convey important concepts of photography; provide instructional objectives to direct student learning; identify and discuss characteristics and composition of photographs and other media in the classroom and laboratory; enhance presentations with visual aids and/or demonstrations and/or examples, when appropriate; prepare and distribute learning resources 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; provide equal opportunity for student participation; use effective classroom management strategies and create and maintain a positive environment for learning for all students in the college's diverse student population; design and develop new classroom and laboratory exercises to demonstrate major photographic concepts; promote use of critical thinking and the scientific method in all laboratory exercises or experiments; demonstrate laboratory techniques and operation of equipment (cameras, computers, printing equipment, lighting equipment, etc.); help students to set up, operate, and troubleshoot laboratory equipment and monitor laboratory activities, assisting as necessary; troubleshoot equipment set-up and operation and make modifications and/or substitutions to allow completion of laboratory activities; instruct students on proper safety standards, precautions, and techniques; move around in the laboratory, working with students; stay physically present in the laboratory to supervise activities. **PERIPHERAL:** Speak to other classes and groups on the subject of photography; supervise student clean-up of the laboratory; advise students of hazards associated with electrical equipment, chemicals, etc.; monitor disposal of chemical wastes by students.

Student Performance Evaluation – ESSENTIAL: Develop assignments, projects, quizzes, tests and laboratory/classroom examinations which are understandable and which fairly evaluate student progress in acquiring knowledge of subject material in an equity-minded manner; conduct student critiques evaluating work evaluate student assignments, projects, and examinations/quizzes and provide feedback and grades accordingly; assign official grades, record scores and student attendance on appropriate forms, as required; conduct student conferences and advises students on academic matters regarding their performance; refer students to appropriate student services (for example, SAS, ESL, etc.); assign, read, and evaluate homework assignments and/or projects to promote learning.

Shared Governance Activities – ESSENTIAL: Attend and participate in departmental meetings and activities; respond in writing to requests for information; represent department by serving on campus-wide committees; speak to students and others concerning Photography Department activities and programs. **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 on employee selection committees and task forces, as requested; attend Board of Trustees and/or College Council Meetings, as necessary; respond to information polls distributed by the Faculty Senate; promote effective communication with other departments; advise campus community on photography matters, as requested.

Ancillary Student Services – ESSENTIAL: Hold regular office hours; provide advice to students regarding academic performance and coordinate departmental advisory committee; 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 Photography Department curriculum; provide opportunities for participation in field trips and/or club activities.

Other Duties: Performs related duties as required.



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MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Degrees/Experience: ESSENTIAL: Bachelor's degree AND two years of occupational experience in the discipline OR Associate's degree AND six years of occupational experience in the discipline OR Master's in photography, fine arts, or art OR Bachelor's in any of the above AND Master's in art history or humanities OR the equivalent.

Knowledge of: ESSENTIAL: Photographic concepts and topics including digital capture and post-production; black-and-white film and darkroom procedures; operation of laboratory equipment, software, and materials utilized for photographic processes; scientific methodology; teaching practices, methods, and techniques; laboratory equipment calibration procedures; methods, procedures, and techniques for operation of film, digital, and digital video cameras; studio and commercial lighting methods; color management and digital printing equipment and techniques; laboratory hazards and appropriate safety protocols; current and historic application of photography both in vocational fields and as fine art. **PERIPHERAL:** Digital video editing; historical photographic processes, graphic design applications.

Ability to: ESSENTIAL: Lecture in front of large groups of students; explain photographic concepts and processes in a logical, sequential, student-centered fashion; produce work as a photographic artist; operate, troubleshoot and test cameras, photographic printmaking, and other laboratory equipment; structure and organize laboratory activities; prepare laboratory equipment and materials; perform minor repairs on laboratory equipment; provide students with a "hands on" learning experience in a laboratory setting; form and maintain effective working relationships with peers, staff and students; recognize variation in student backgrounds, abilities, and learning styles and the value of student body and staff diversity; be patient with students; maintain integrity, honesty, reliability, and cooperation.

Physical Suitability Requirements: ESSENTIAL: Incumbent must be able to function effectively indoors in a classroom and/or laboratory environment and outdoors during field study sessions and field trips engaged in work of primarily a moderately active nature and to accomplish the following, with or without reasonable accommodation: Almost constantly: Utilize vision (near and far) for reading printed materials and computer screens, operating cameras, and retouching and/or cropping and evaluating photographs, digital video; utilize hearing to respond to student questions, for normal conversation, and for diagnosis of machine/equipment problems, and for placing and receiving telephone calls; bend, to assume positions conducive to optimal camera angles; walk (occasionally for long periods of time and long distances) to provide instruction and demonstrate proper use of equipment and materials during laboratory and field study sessions and during field trips, to distribute instructional materials in classes and laboratories, and to move about the campus environs; Frequently: Reach (overhead and low) to utilize and store equipment and materials; sit, to accomplish desk work; utilize manual and finger dexterity to operate and demonstrate equipment, including computers, to prepare laboratory materials, and to make minor repairs to equipment; work in areas subject to dust, mists, fumes, wet and damp surfaces, chemicals, caustics, confined spaces, and allergenic plants/materials. **PERIPHERAL:** Almost Constantly: stand (occasionally for long periods of time) to deliver lectures and to operate enlarging/developing equipment. Frequently: lift and carry (from overhead, waist, and floor levels, maximum 40 lbs.), push, pull, stoop, squat, and turn, to move and operate equipment, set up studio lights and backgrounds, and clean racks. Occasionally: Wear protective equipment to protect face, eyes, arms, hands, fingers, skin, and total body in the classroom and laboratory; work in areas subject to exposure to high levels of noise.

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

FLSA exempt.

SCFA bargaining unit status.

Classification III, Bloodborne Pathogens Exposure Control Program.