

## INSTRUCTOR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of faculty personnel, an incumbent of this class teaches basic phases in assigned subject areas. This is an entry level, instructional position in which incumbents can gain experience for advancement to the Assistant Professor level. Promotion to the higher level typically occurs in conjunction with appropriate training and experience. Supervision is not a responsibility of this class. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts classes in assigned subjects;

Prepares lesson plans and course outlines;

Prepares and conducts oral tests and written examinations;

Assists students in developing resources to improve study skills;

Corrects examination papers;

Develops suitable visual and other instructional aids;

Evaluates student performance and maintains records of grades;

Assists in safeguarding college property;

Arranges and conducts supplementary instructional activities such as field trips and special demonstrations;

Interviews and counsels students in personnel and academic problems;

May act as faculty adviser to student groups or as member of school committees;

Participates in faculty and departmental meetings;

Serves on faculty committees;

Compiles information and prepares reports;

Keeps abreast of trends, developments and publications in education and assigned subject area;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database management software in performing work assignments;

EXAMPLES OF WORK: (Cont'd)

May perform other incidental tasks, as needed.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of assigned subject areas; good knowledge of teaching techniques; ability to plan and present instructional material in a clear, logical, and concise manner; ability to maintain appropriate teacher-student relationships; ability to use automated systems such as spreadsheets, word processing, calendar, email and database management software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; good judgment; tact; integrity; resourcefulness; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree in Education and two years of practical experience.

SUBSTITUTION: A Master's Degree\* in Education may be substituted for the one year of the practical experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.

West. Co.  
J. C.: Unclassified  
DRC

Job Class Code: T0008  
Job Group: T01