

Duties and Responsibilities of Instructors

The major duty of an instructor shall be to teach students in accordance with the philosophy, strategic goals and directions, Board Policies and Administrative Regulations of the District, the approved curricula of the colleges, the provisions of the Education Code, and the California Administrative Regulations. More specifically, and additionally, an instructor of this District shall:

1. Know mission, values and vision statements as expressed in the college catalogs and be guided by them in the planning of each course.
2. Know and comply with provisions of the Faculty Handbook.
3. Maintain a high level of competency in the subjects taught.
4. In cooperation with other instructors concerned and with notice provided to the area dean, prepare, review, modify, and submit curriculum to the College Curriculum Committee for review and approval.
5. Teach classes as assigned and scheduled by the administration (after consultation with the instructors), following the current approved course outlines and utilizing the current approved texts for each course taught.
6. Prepare and submit materials directly related to his/her teaching and other assignments as called for by the administration.
7. Be present in the classroom during the time classes are officially scheduled, exceptions to be approved by the administration.
8. If it is necessary to be absent for any reason, provide the administration with as much advance notice as possible of both the beginning of absence and the return to duty.
9. Give final examinations as announced in the published examination schedule, exceptions to be approved by the administration.
10. Keep accurate records on attendance and grades and submit, on time, attendance reports, grade reports, and other records required by the various administrative offices.

Duties and Responsibilities of Instructors (continued)

11. Take appropriate action to assure that students in his/her classes are only those who have been admitted in accordance with college procedures.
12. Maintain prudent and reasonable supervision of students at all times while in charge of a class, laboratory, shop, field trip, or authorized college activity.
13. Make systematic evaluations of student progress consistent with established student learning outcomes.
14. Work with counselors and other appropriate personnel on student problems which require special attention.
15. Maintain confidentiality of student records as required by the Education Code.
16. Cooperate in the promotion of extracurricular activities by accepting extracurricular assignments pursuant to the terms of the collective bargaining agreement and by positive encouragement of student conduct.
17. Assist in enforcement of college rules and regulations pertaining to student conduct.
18. Serve on committees.
19. Work a minimum number of hours per week and be on campus as set forth in the collective bargaining agreement, exceptions to be approved by the administration.
20. Maintain a minimum total of 20 office and class hours weekly excepting that in no instance shall an instructor have fewer than three office hours each week or as in the collective bargaining agreement. Office hours, which are for the purpose of student consultation, shall be posted on office doors and filed with the Vice President of Instruction.
21. Attend faculty meetings, division meetings, and other meetings called by authorized personnel, unless excused by the person calling the meeting or by the President/Vice Chancellor-North Centers.
22. Exercise proper care in the use of instructional equipment and in observing security precautions for the protection of such equipment.

Duties and Responsibilities of Instructors (continued)

23. Assist in preparing the annual budget requests for instructional equipment, supplies, repairs, and alterations and submit these requests to the administration for review and recommendation.
24. Report to the administration observed defects in the buildings, fields, furniture, or equipment which might jeopardize the comfort, health, or safety of students or others.
25. Give prompt attention to all bulletins and announcements from administrative offices and comply with regulations thus issued.
26. Keep informed on procedures to be followed in case of fire, air raid, earthquake, bomb threat, or other disaster or accident.
27. Devote full effort, attention, and time to assignments and refrain from engaging in any employment, activity, or enterprise which has been determined to be inconsistent, incompatible, or in conflict with duties as a District academic employee (See Definition of Incompatible Activities (Administrative Regulation 7123)).
28. Inform students, in writing, at the beginning of each course:
 - the instructor's attendance requirements, major class objectives consistent with approved course outline;
 - major assignments and approximate due dates;
 - an explanation of the standards and methods of evaluating student performance; and
 - consequences which the student can expect if performance standards are not met.

When, in the judgment of the instructor, circumstances warrant revisions in the initial instructional plan, these revisions will be conveyed to the students within a reasonable time.

29. Act as faculty academic advisor to those students, designated by the administration, who need assistance in an area for which an instructor has expertise.

Duties and Responsibilities of Instructors (continued)

In addition to fulfilling these requirements, athletic coaches of this District shall:

- Work through the athletic director on all matters pertaining to athletics;
- Obtain final approval of the athletic director of all sports schedules;
- Maintain good rapport with the district high school coaches and an effective working relationship with them;
- Develop and maintain good rapport in the communities and within the various groups within the communities;
- In accordance with established rules and regulations, recruit athletes within the District by being visible at the district high school campuses and actively recruiting on the district high school campuses;
- Maintain appropriate individual and team conduct and discipline;
- Maintain a businesslike working relationship with campus employees and organizations;
- Complete in a timely manner necessary paperwork which serves the function of the program;
- Assume responsibility for securing information regarding eligibility of players, as appropriate;
- Field full and competitive teams; and
- Assume duties and responsibilities as delegated or assigned by the administration, athletic director, or head coach.

Adopted by Chancellor's Cabinet: August 18, 2008