

## ASSISTANT PROFESSOR

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of an Associate Dean, this position is responsible for instruction in a specialized field of education to prepare students for entry level employment or transfer to a four year college. In addition to instruction, this position assists the Professor and Associate Professor in allied educational duties by providing guidance and counseling to students. This position may be designated the department chairperson and if so designated, plans offered courses, evaluates curricula and instructors, and assists in the preparation of a departmental budget. This classification differs from Instructor by the amount of experience in a specialized field. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Conducts classes in various settings to instruct students in assigned subjects;

Prepares and updates course outlines/syllabi to reflect changes in course content;

Advises departmental instructors of problems involving teaching, discipline and other matters to enhance departmental activities and future planning;

Assists with the planning, development and revision of curricula to ensure that course content meets the needs of the student population;

Prepares and administers oral and written examinations to evaluate students' achievement; reports appropriate grades;

Maintains attendance and progress records and meets with student to advise and counsel them regarding academic performance and career path selection;

Reviews and selects textbooks and other course materials to facilitate instruction;

Reviews and selects library holdings so that they represent an adequate source of information for the students;

Interviews and counsels students to assist them with personal or academic problems which may impact on the quality of their educational experience;

Works closely with the Admissions Department to develop new strategies for recruitment in order to increase student enrollment;

Serves as faculty advisor to support the efforts of student groups, i.e., extra-curricular clubs and academic honor societies which enrich the academic and social lives of students;

Assists in the departmental orientation and evaluation process by observing full-time and part-time instructors and advising them of appropriate teaching and testing methods to improve their instruction techniques;

EXAMPLES OF WORK: (Cont'd.)

Reviews new instructional methods and teaching aids and incorporates them into courses when appropriate;

Designs and develops new course offerings in the department to keep curricula current and to meet the changing needs of a diversified student population;

Participates in department meetings, faculty senate, and committees of department, division and college, which formulate policy at both the departmental and college-wide level, in order to actively contribute to the overall effective operation of the college;

Attends professional meetings, seminars, workshops and takes advanced courses in order to keep abreast of various areas within the field of education.

DESIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of teaching methods and techniques; ability to plan and present instructional material in a clear, logical and concise manner; ability to maintain proper teacher-student relationships; good judgment; initiative in the formulation of new methods and materials; resourcefulness; integrity; cooperativeness; physical condition commensurate with the duties of the position.

DESIRED TRAINING AND EXPERIENCE: Bachelor's Degree\* and either: (a) satisfactory completion of 30 credits towards a Master's Degree\* and four years of related professional educational experience; or (b) Master's Degree\* in Education or a related field and three years of related educational experience.

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