

INSTRUCTOR - COMMUNITY COLLEGE

DISTINGUISHING FEATURES OF THE CLASS: Under direct supervision of the Professor and Associate Professor an incumbent in this position teaches elementary phases of assigned subjects. This is an entry level, instructional position which requires the least amount of previous instructional experience in the field, and is used for development of personnel. With appropriate education and experience, incumbents generally proceed to Assistant Professor. 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 students' 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.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of assigned subjects; 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 relationship; good judgment; conscientious; cooperative; integrity; loyalty; physical condition commensurate with the requirements of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: (a) a Bachelor's Degree* in the appropriate area and one year of practical experience; or (b) five years of practical experience, two years of which must have been in an instructional capacity or in a combined teaching and technical capacity; or (c) a satisfactory equivalent combination of training and 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.