



## Academic Instructor Full Time

Class Code:  
FT200

Bargaining Unit:

VENTURA COUNTY COMMUNITY COLLEGE DISTRICT

Established Date: Jul 1, 2010

Revision Date: Feb 5, 2016

### BASIC FUNCTION:

Under the general direction of a dean, an Instructor provides comprehensive classroom instruction to students from diverse backgrounds for the purpose of facilitating the attainment of their academic or vocational objectives.

### REPRESENTATIVE DUTIES:

Provide academic instruction to students through lecture, lab, or performance courses; assess and develop cognitive abilities, communication skills, and higher order thinking skills among students through appropriate assignments and activities in one-on-one, classroom, and distance mediated instructional settings. *E*

Advise and instruct students regarding programs of study, other institutions of higher education, lifelong learning resources, and effective study skills; refer students to support services, programs, resources, and other professionals as appropriate. *E*

Observe and evaluate student performance in meeting course objectives and student learning outcomes through assignments, projects, discussions, and examinations; provide feedback in a timely manner to student inquiries in class, online, or during established consultation office hours. *E*

Plan and organize instruction according to approved course outlines and student learning outcomes to maximize student learning in alignment with department, college, and district goals; implement the student performance objectives as listed on the official course outline of record. *E*

Maintain current, accurate records of course enrollment, attendance, student academic progress, course curriculum, and student learning outcomes; prepare and submit data and reports related to course and student progress in a timely manner. *E*

Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to

campus bookstore procedure to ensure timely delivery. *E*

Participate in curriculum and program development; update syllabi; collaborate with discipline faculty on a regular basis to assess and revise measurable student performance indicators for each course; may provide input into the development of student learning outcomes. *E*

Revise and update course content and materials of instruction in accordance with new theory, application, and industry developments within the discipline or area of specialization. *E*

Attend and participate on committees and in department, division, campus, and district meetings; may participate in articulation and matriculation related activities.

May provide work direction to others.

Perform related duties as assigned.