

**SHASTA-TEHAMA-TRINITY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION**

**FULL-TIME INSTRUCTOR  
(REGULAR AND CONTRACT)**

**I. General Responsibilities**

Under administrative leadership, it is the responsibility of the regular/contract college instructor to teach classes, to participate in the planning, implementation, and evaluation of educational programs, courses, and other experiences that will directly result in the educational growth of the students and support advancement of the vision, mission, and values of the community college district.

**II. Specific Responsibilities**

Responsibilities designated below are primary to the faculty role. Some of the listed professional responsibilities are examples of activities, which are part of the unique role of each faculty member and are reflective of their individual expertise and interests.

**A. Classroom Responsibilities**

1. Meet classes/laboratories on days and times as assigned according to the current academic calendar.
2. Develop and implement instruction for each class and laboratory period, consistent with the official course outline.
3. Develop and distribute during the first week of class, a written syllabus for each course to communicate to students, course objectives, grading criteria and classroom policies.
4. Demonstrate respect for student rights as specified in District policy and applicable laws.
5. Submit requisitions for textbooks and instructional materials in a timely manner.
6. Refer students to tutoring and related student services when appropriate.
7. Supervise students in off-campus activities when participation is expected as part of a course requirement or where such supervision is part of the instructor's load.
8. Provide academic assistance and related services to students during scheduled office hours.

**B. Evaluation of Students**

1. Return assignments and examination results in a timely fashion.
2. Assign grades to students in the manner provided by District policy and administrative procedure and prescribed by the Education Code and Title V regulations of the State of California.
3. Submit required administrative paperwork, including grade report forms, in a timely and accurate manner.

**C. Curriculum**

1. Participate in the development and review of curriculum as directed.
2. Participate in the development of alternative teaching modalities.

**D. Professional Development**

1. Participate in required professional development activities.
2. Continue to develop professional skills and up-to-date subject matter knowledge, potentially including participation in conferences and research activities.
3. Participate in presenting staff development programs as needed.

**E. Additional Responsibilities**

1. Schedule, announce to students in all classes, and maintain office hours.
2. Attend and participate in department/center meetings.
3. Participate in the process of shared governance through committee work of the department, center, college and/or district level; participate in other significant nonclassroom college, district or community activities.
4. Keep official records required by District policy and administrative procedures and submit them in accordance with college procedures.
5. Participate in supervision of student assistants and paraprofessionals as needed.
6. Abide by departmental regulations concerning the proper use, care and security of college equipment and District property.
7. Advise administration of unsafe conditions or potential hazards and recommend solutions.
8. Provide administrators, chairs and coordinators with sample instruction materials as may be deemed necessary, such as examinations, lab projects or course syllabuses.

9. Participate in advisory committee meetings as required.
10. Report absences due to illness or for personal necessity to the dean or designated officer.
11. Recommend purchases of instructional supplies and equipment as needed.
12. Consult with supervising administrators on personnel needs; assist with position announcements, recruitment and screening/interviewing committees.
13. Participate in the evaluation of regular faculty.
14. Fulfill all obligations as established in the current collective bargaining agreement.