

# Job Description

Position Title: Instructor/Lecturer

Job Group: Instructors

Job Level Group: Professional Senior

FLSA Status: Exempt

## Position Summary:

The Instructor/Lecturer delivers instruction to students using a variety of methods in multiple settings. Prepares instructional materials and integrates technology. Researches, reviews, and revises teaching approaches based on assessment and student learning outcomes. Refers students for appropriate testing, advising, and advocacy. Engages in professional learning and peer collaboration to improve student outcomes.

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Delivers instruction to students using a variety of methods; interacts with students in demonstrations; adjust teaching styles to meet the needs of a diverse student population.
2. Prepares syllabi, instructional materials, lesson plans, and classroom and laboratory presentations to assist students in achieving educational goals. Develops, researches, reviews, and revises curriculum; and, selects texts, equipment, and materials.
3. Assesses student needs and goals; prepares progress reports; provides support and advocacy; meets with advisors to discuss student progress; and, evaluates student progress for program continuation or completion. Uses alternative delivery methods of instruction to facilitate diverse student population.
4. Creates and organizes material for classroom needs. Documents student performance, progress, and attendance. Assists students to meet the schedule and rigor of course.
5. Prepares official records, forms, data-tracking reports, attendance reports, and related required documentation. Reads and responds to emails and other communications.
6. Ensures the safety and security of inmate-students and ensures adherence to all correctional facility procedures. Maintains regular contact with corrections officers assigned to guard instructional areas.
7. Engages in professional learning activities to improve student outcomes.
8. Completes all mandated annual training for contractors, as required by both state and federal corrections agencies.
9. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

1. Knowledge of advising and counseling practices

2. Knowledge and application of organizational and time management principles
3. Knowledge and application of various instructional methodologies
4. Skill in effective communication (both written and oral)
5. Skill in organization, coordination and management
6. Skill in public speaking
7. Skill in team building
8. Ability to develop and maintain effective and positive working relationships

### **Supervision:**

- Not responsible for supervising the work of others.

### **Independence of Action:**

- Results are defined and existing practices are used as guidelines to determine specific work methods. Carries out work activities independently; supervisor/manager is available to resolve problems.

### **Competencies:**

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Organizational Culture: Provides an opportunity to impact the organizational culture of Pima Community College by both acknowledging the College's past and helping to chart its future.
- Student Success: Allows the opportunity to support student success as well as improve access and retention.

### **Minimum Qualifications:**

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Vocational or technical training/certification in an educational field or a closely related field of study as required.
  - Bachelor's degree in Education or a closely related field of study required.
  - Three (3) to Five (5) years of related experience required.
  - Five (5) to Eight (8) years of related classroom teaching experience preferred.
- OR An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

## Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate (up to 20 pounds) amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; may be required to travel to other locations using various modes of private and commercial transportation; and to verbally communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

## Special Conditions of Employment:

- Pre-employment Background Check Required
- Fingerprint Clearance
- Valid AZ teaching certification
- Some evening or weekend work duties