

Draft 11/1/01

Position Title: INSTRUCTOR

Employee Name		Employee No.	
Division		Department	
Classification Level		Revised	
Position of Supervisor			
Statement of Primary Purpose			
Essential Functions			
<ol style="list-style-type: none"> 1. Provide effective instruction in teaching assigned courses (average 17-20 contact hours/sem). 2. Develop courses and syllabi as assigned, revising as needed. 3. Use innovative instructional strategies and new technology appropriate for courses and learners. 4. Use methods of evaluation that measure students= attainment of stated competencies; review with students the evaluation of their performance. 5. Maintain a safe and orderly instructional environment in class, lab, shop and/or clinical settings. 6. Model professional behaviors in the classroom, on the campus, and in the community. 7. Assist in the evaluation and acquisition of instructional materials, current technology, audio-visual aids, equipment, textbooks, and library holdings. 8. Submit reports in an accurate and timely manner as required, maintain academic, attendance, and student records. 9. Participate in college, division, and departmental planning processes. 10. Participate in college activities including faculty, department, division and committee meetings, faculty orientation, advisory committee meetings, pre-registration, registration, graduation exercises, and other required special events. 11. Participate in college, division, and departmental marketing, recruitment and retention activities. 12. Participate in professional development activities including conferences, workshops, training sessions, and independent study. 13. Serve as academic and/or career advisor for students; maintain a minimum of one scheduled office hour daily. 14. Participate in the achievement of the College=s Purpose and Goals. 15. Participate in activities that strengthen the partnership between the college and the community. 16. Report to the _____ Department Head and perform other related duties as assigned. 			
Additional Responsibilities			

Qualifications	
Licensing Requirement	
Physical Demands	
Working Conditions	
Hazard Assessment	
Personal Protective Equipment	
<p>This position description covers the most essential functions and duties associated with this position. Other duties may be assigned by the President or appropriate supervisory personnel. The College reserves the right to alter duties, responsibilities, conditions, working hours, and job title as necessary.</p>	

Hazard Assessment

Hazard?			Action Required	
No	Yes	Eliminate	Guard	Personal Protective Equipment

Eye and Face - Is there a danger from:					
1. Flying Particles (rocks, metal, etc.)					

2. Molten Metal					
3. Liquids					
4. Acids					
5. Caustic Liquids					
6. Chemical Gases or Vapors					
7. Light Radiation					
8. Other					

Head - Is there a danger from:

1. Falling or Flying objects					
2. Work being performed overhead					
3. Elevated Conveyors					
4. Forklift Hazards					
5. Exposed Electrical Conductors					
6. Loud Noise Levels					
7. Other					

Foot - Is there a danger from:

1. Falling or Rolling Objects					
2. Objects Piercing the Sole					
3. Electrical Hazards					
4. Wet or Slippery Surfaces					
5. Chemical exposure					
6. Environmental					
7. Other					

Hand - Is there danger from:

1. Cuts or Lacerations					
2. Abrasions					
3. Punctures					
4. Chemical burns					
5. Thermal burns					
6. Harmful Temperature Extremes					
7. Other					

Miscellaneous - Is there a danger from:					
1. Lifting					
2. Bloodborne Pathogens					
Respiratory - Has the workplace area been evaluated for:					
1. Harmful Dusts					
2. Fogs					
3. Fumes					
4. Mists					
5. Smokes					
6. Sprays					
7. Vapors					
8. Other					
Torso - Are employee=s bodies protected from:					
1. Hot metals and liquids					
2. Cuts					
3. Acids					
4. Radiation					
Comments:					
Supervisor Certification			In regard to the above Hazard Assessment, I have performed: a walk-through survey, a specific job analysis, a review of accidents a review of safety equipment selection guidelines and material safety data sheets and selection of the appropriate personal protective equipment for this position.		
Signature of Supervisor:			Date:		