

BLACKHAWK TECHNICAL COLLEGE

INSTRUCTOR CORE JOB DESCRIPTION

SUMMARY

Under the direct supervision of the Dean/Instructional Supervisor, the instructor is responsible for providing instruction to students within the assigned and approved instructional area and in accordance with the mission, goals, policies and procedures of the District. The instructor is responsible for providing an active learning environment to enable students to demonstrate course competencies. The instructor creates a student-centered learning environment that places learning at the center of educational experiences, while developing an environment that is respectful of diversity.

Duties include, but are not limited to the following:

A. PROMOTE STUDENT SUCCESS

1. Advise students.
2. Communicate course expectations to students.
3. Inform students about available resources.
4. Monitor at-risk student behaviors (i.e. attendance, communications, participation).
5. Refer students to Student Services and resources as needed.
6. Implement accommodation plans for students with special needs.
7. Utilize behavior intervention strategies to address student behaviors.
8. Coach students on professional and employability skills.
9. Demonstrate cultural competence in student interactions.
10. Model professional behaviors.
11. Employ best practices in student retention.
12. Write student references.

B. DESIGN CURRICULUM

1. Validate curriculum with business and industry.
2. Write course outcomes.
3. Align learning and assessment activities with course outcomes.
4. Align curriculum to other outcomes (program, institutional, external).
5. Select course learning materials.
6. Develop a course syllabus.
7. Develop a course schedule.
8. Create supplemental course materials (print and AV).
9. Adapt curriculum for various delivery modalities.

C. FACILITATE STUDENT LEARNING

1. Prepare learning environment.
2. Create a plan for learning (learning and assessment activities).

3. Assess prior knowledge.
4. Customize learning plan for diverse learning needs and styles.
5. Orient students to course (tools, technology, expectations).
6. Deliver course content.
7. Facilitate student participation.
8. Manage classroom environment.
9. Evaluate effectiveness of learning plan for improvement or best practice.
10. Arrange for internship and/or clinical sites (as appropriate).
11. Arrange for guest speakers and/or field trips.
12. Use technology to enhance learning.

D. ASSESS STUDENT LEARNING

1. Create a performance-based assessment plan.
2. Develop assessment tools (i.e. rubrics, exams, assignments, portfolios).
3. Use formative assessments.
4. Use summative assessments.
5. Record assessment results (grades).
6. Provide student feedback.
7. Use assessment results to identify opportunities for improvement or best practice.
8. Implement program level assessment (i.e. Technical Skills Attainment).

E. MEET PROFESSIONAL EXPECTATIONS

1. Maintain professional certification/licensure.
2. Maintain occupational/academic currency.
3. Meet college requirements and expectations for professional development.
4. Collaborate with team members.
5. Participate in college initiatives.
6. Collaborate with external stakeholders (i.e. business and industry, advisory committees, high schools, other educational institutions).
7. Participate in student recruitment activities.
8. Respond to email and phone messages.
9. Maintain currency with technology.
10. Participate in quality review.
11. Manage program accreditation.
12. Maintain office hours to meet with students.

MINIMUM QUALIFICATIONS – EDUCATION/EXPERIENCE

- Instructor must meet WTCS Faculty Quality Assurance System requirements for their educational program area:

Academic Instructors (All Instructors)

Must meet Higher Learning Commission standards, accreditation standards, and/or licensing standards where applicable.

In addition:

Occupational/Program Instructors

Must have a minimum of 2 years (4,000 hours) full-time or equivalent demonstrated relevant occupational experience (at a minimum, occupational experience has to have occurred at least 1 year within the last 5 years).

- *This requirement may be waived if candidate has two years post-secondary teaching experience in the appropriate occupational field within the last 5 years.*

This description is intended to indicate the kinds of tasks and levels of work that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. Duties may include other tasks not mentioned that are of a similar kind or level of difficulty.