

10.4.1 Classroom Teaching Duties

The classroom instructor should be clearly knowledgeable in the discipline and be aware of current developments and research in the field; should communicate effectively with students and colleagues; should use effective teaching methods that are appropriate for the subject matter; should use appropriate assessment and testing methods to measure student progress; should cover course content as contained in the course outlines while recognizing the needs of individual classes and students; and should maintain and submit classroom and college records and reports in accordance with District policies.

10.4.2 Counseling Duties

The counselor should be clearly knowledgeable in academic, career, and personal counseling and be aware of current software developments and research in educational counseling; should communicate effectively with students and colleagues; should use appropriate methods to evaluate and monitor student progress; and should maintain and submit counseling and college records and reports in accordance with District policies.

10.4.3 Librarian Duties

The librarian should be clearly knowledgeable in the area of librarianship, library operations, services and materials and be aware of current developments and research in librarianship; should communicate effectively with students and colleagues; should use methods and resources appropriate to the job assignment and be responsive to the needs of students; should use appropriate methods to evaluate and monitor the work of library staff and students; should stimulate the students' use of, and interest in, the library and its facilities; and should maintain and submit library and college records and reports in accordance with District policies.

10.4.4 Non-Classroom Faculty Duties

The non-classroom faculty member should be clearly knowledgeable in the area of the assignment and aware of current developments and research in the field; should communicate effectively with students and colleagues; should use methods and resources appropriate to the job assignment; should use appropriate methods to evaluate and monitor work; should stimulate the use of, and interest in, work assignment; and should maintain and submit work assignment and college records and reports in accordance with District policies.