

Faculty Job Description Instructional Positions September 2006



Summary of Responsibilities

Reporting to the Director or Executive Director, the Instructor is responsible to apply their expertise to develop and deliver courses/programs so that students learn and reach their academic goals in accordance with the Da Capo Way. The Instructor actively participates in departmental meetings and activities, in student recruitment for their courses/program, and in support of the general development of students.

Competencies for *all* Da Capo Institute Staff and Faculty

Commitment to the Da Capo Way: Demonstrates a sense of responsibility for helping the institute achieve success through a commitment to the mission, vision, and guiding principles.

Leadership: Communicates effectively, shares vision, focuses on people, initiates positive change, values differences and fosters collaboration. Inspires others to achieve institutional, unit, and individual success. Challenges processes and is willing to break from the status quo to improve individual and unit performance.

Interpersonal Skills: Demonstrates self awareness, self-control, motivation, empathy, social skills and group work skills. Is known as trustworthy, understanding and helpful. Considerate. Demonstrates transparency and honesty in all communications and expectations. Grants sincerity to colleagues.

Professionalism/Judgment: Acts with integrity. Makes the right decision even when that may not be the most popular decision. Poised. Coachable. Respects authority and the rights of others. Fair.

Execution: Identifies/addresses problem areas before they escalate into crises. Solves problems courageously and creatively, plans effectively and carries out those plans. Improves individual and unit performance. Manages ambiguity and is able to align unit and institutional values with performance. Is productive, demonstrating a strong work ethic and sense of ambition. Makes good use of resources. Accountable.

Professional Development: Committed to learning and growth. Pursues improvement and encourages and empowers others to learn.

Working Conditions

The Instructor is accountable for private and group instruction as assigned during assigned student contact hours. If the Instructor plans to be absent during an assigned student contact period, s/he must receive prior approval from her/his management supervisor for such an absence. If the Instructor has an unplanned absence (e.g. illness), s/he must also report such an absence to her/his management supervisor as soon as possible prior to the absence.

Specific Duties

The specific duties assigned to an Instructor include but are not limited to:

- Direct student contact to establish rapport and to aid in the transfer of knowledge and the development of critical thinking skills;
- Development of teaching aids and instructional materials;
- Student screening including conducting student interviews/assessments;
- Instructional assignments, using appropriate teaching methods such as a lecture, lab, shop or distance format, and could include self-paced instruction
- Course/program and curriculum preparation including current course outlines;

- Review and assessment of courses, programs and curricula;
- Development of instruments to evaluate student learning; marking such instruments; generally assessing student progress;
- Participation in in-service activities, including observations and performance curriculum feedback to colleagues;
- Special assignments related to the specialty(ies) of the Instructor or to the efficient organization and operation of the Da Capo Institute;
- Scheduled office hours to be available for student assistance;
- Participation in student recruitment activities including program information sessions, telephoning prospective students, etc;
- Attendance at and participation in Faculty meetings;
- Mentoring new faculty (generally those working in a similar program/course area);
- Serving as an ambassador for the Da Capo Institute.
- Other related duties as required.

Education, Experience, Skills and Abilities:

Required

- Academic/Trades qualifications in the functional area taught. These qualifications vary from a Master's degree in a specific subject area, to generic Bachelor's degrees, to professional qualifications as deemed appropriate by the Executive Director or Director.
- Working experience, either in an academic field or applied experience related to the courses/programs taught.
- A strong belief that a high quality of work is important; and, a pride in delivering quality programs and services.
- Well-developed computer skills including keyboarding, and a working knowledge of Internet and e-mail, word processing, spreadsheet and presentation software.

Desirable

- Master's Degree or equivalent with proven experience in the appropriate field.
- Formal educational, pedagogy training in the appropriate discipline/field.
- Proven experience in cross functional/skill, teaching environments focusing on critical thinking skills and interdisciplinary learning approaches.
- Demonstrated experience in community arts advocacy and support.

Signature Faculty Member

Date

Signature Executive Director

Date

