

# **BARSTOW COMMUNITY COLLEGE DISTRICT**

## **JOB DESCRIPTION**

### **INSTRUCTOR: FUNCTIONAL ACADEMIC SKILLS TRAINING**

#### **ASSIGNMENT:**

Full-time instructor of Adult Basic Education in reading, English and mathematics at Barstow College=s Ft. Irwin site.

#### **BASIC FUNCTION:**

Under the direction of the Dean of Vocational Education and Off-Campus Programs, and in cooperation with the Education Services Specialist at Ft. Irwin, instruct the Army curriculum of Functional Academic Skills Training (COMM 160). Applicant should be knowledgeable in general test preparation for the GT (General Test) and TABE (Test of Adult Basic Education). Position requires considerable knowledge of reading, basic English and basic mathematics as well as test-taking techniques and timed testing review. Ability to work in conjunction with Army Education Center personnel regarding military requirements for course completion as well as Barstow College course completion requirements.

#### **REPRESENTATIVE DUTIES:**

Instruct classes of up to 25 adult learners in basic English, reading and basic mathematics in preparation for the GT and TABE tests administered by the Army.

Maintain and report accurate records on student attendance and progress for reporting to the Army and Barstow College.

Instruct and assist students in module completion in preparation for testing. Lecture as necessary to ensure significant improvement by students.

Assess students= achievement of approved course objectives.

Utilize appropriate instructional techniques and teaching aids.

Furnish students with syllabi and course objectives within the first week of class.

Maintain a schedule of at least five (5) office hours per week over a period of at least four (4) days per week.

Be present at Ft. Irwin site a minimum of thirty (30) hours a week, including a minimum of two (2) hours per day on the day classes are taught in order to uphold office hours, scheduled teaching-related hours, and other professional duties hours.

Participate in the annual graduation and Honor=s Day ceremonies.

Assist with college recruitment, registration, and retention activities.

Serve as a student club advisor/sponsor where needed.

Teach day, evening and weekend classes as assigned.

**MINIMUM QUALIFICATIONS:**

In accordance with Section 53412 (a) of Title V, California Code of Regulations, >>A bachelor=s degree in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.= Multiple subject credential for English and Mathematics preferred. Experience teaching adult learners preferred.

Demonstrated evidence of a sensitivity to and an understanding of the diverse academic, socio-economic, cultural, disability, and ethnic backgrounds of community college students.

**CONDITIONS OF EMPLOYMENT:**

This is a full-time tenure track position. Placement on the Certificated Salary Schedule commensurate with education and experience.