

**Social Science Instructor
10-Months (FTE)
(Abbreviated Job Description)**

Position ID#	SOS-3114	Report to:	Social Science Department Chairperson
Grade	TS 05	Reporting Level	Primary
Overtime Eligible	N/A	Range of Salary	\$ 30K - \$35K

Job Summary

Instructor will report directly to the Social Science Chairperson and will support the ASCC Mission and core values. Instructor will provide instruction to fulfill the General Education requirements for all Associate of Arts and Associate of Science degree programs. Instructor will develop and implement assessment of student learning for improvements to instruction and learning. The skills acquired prepare students for both academic studies (college transferability) and the work place.

Job Accountabilities

* E/M	% of Time (Must equal to 100%)	Essential Functions of the Position <i>(For positions with supervisory responsibilities, indicate the % of time involved in supervisory activities as an essential function)</i>
		Collect and prepare and present instructional materials for all assigned subjects to be taught.
		Prepare and distribute a course syllabi/outlines for each subject during the first week of instructions.
		Teach a full instructional course load of 15 credit hours or 225 instructional contact hours per semester. However, loads may vary between 12 and 16 credit hours per semester.
		Prepare and distribute a comprehensive syllabi for all courses taught in a timely manner requested by Academic Affairs.
		Teach each class as scheduled and supervise examinations, field trips, internships, service learning activities and practicum.
		Maintain attendance and scholastic records and submit the required records to the Admissions and Records Office at the assigned date every semester / session.
		Develop, implement and assess Student Learning Outcomes (SLOs) for each course taught.
		Use data collected from course taught on SLOs to share with department and other college stakeholders and provide recommendations for improvement of student learning.
		Participate as an active member in the Student learning outcome review process.
		Participate in the different levels of student learning outcome review, program review, and student assessment.
		Academically advise students regarding their chosen program of study
		Assist and provide students with information on career, academic referrals and transfer opportunities.
		Assist with registration process, participate in faculty orientation, commencement exercises, and professional development activities.
		Post and maintain class schedule and office hours of student assistance

		Provide safety measures and fully exercise the enforcement of these measures in the classrooms.
		Actively participate and contribute to any college committee and extracurricular functions.
		Assist and enforce all college rules and regulations
		Perform other duties and may be required by the Department Chairperson, respective Director, the Dean of Academic Affairs, and VP of Academic and Student Affairs.

* Select “E” = Essential functions of the job; “M” = Marginal functions of the job

Job Qualifications

	Required Qualifications	Preferred
Education:	Master Degree in History and emphasis on World, U.S., and Pacific History, Political Science, Anthropology.	Same
Experience:	3 years of teaching experience at a two or four year college.	Same
Special Knowledge, Skills & Abilities:	Must demonstrate knowledge in curriculum development, and have a good analytical and interpersonal skills.	
Other Requirements:	Must be computer literate	

Employee _____

Date: _____

Dean/Director/Office _____

Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.