

**1. DUTIES AND RESPONSIBILITIES OF:**

**INSTRUCTORS**

**DIVISION CHAIRPERSONS**

**COUNSELORS**

**HEALTH OFFICE NURSES**

**LIBRARIANS**

## **I. DUTIES AND RESPONSIBILITIES OF:**

### **1. INSTRUCTORS**

The major duty of an instructor shall be to instruct students in accordance with the philosophy, principles and policies of the District, the curriculum of the division, the provisions of the Education Code, and the Rules and Regulations of the Board of Governors of the California Community Colleges. Instructors shall participate in student programs and the assignment of educational committee responsibilities.

Duties and responsibilities of instructors in achieving the goals set forth above include the following:

- Be aware of the philosophy and objectives of the California public community colleges.
- Be cognizant of the philosophy and objectives of Glendale Community College as presented in its Mission Statement, using them as guidelines in the planning, structuring, and teaching of each course.
- Assume the responsibility as an academic staff member for accomplishing the goals and objectives of Glendale Community College, both in and out of the classroom.
- Improve instruction and to periodically evaluate methods of teaching the content and objectives of each course.
- Rewrite and add additional curriculum.
- Inform students at regular intervals of their progress in the class.
- Care for the equipment and property under assigned jurisdiction.
- Familiarize students with campus resources relevant to the instructor's course.
- Post and maintain at least one office hour per day on a reduced work week.
- Maintain accurate records of students enrolled in classes and submit reports as requested. Drop students from the roster if absent the first day of class session.
- Attend required governance committee, division, and faculty meetings.
- Be on duty on the College campus no less than 35 hours per week.
- Maintain the scheduled class hours punctually as assigned.

- Promptly notify the Division Chairperson and responsible office in cases where regularly assigned duties cannot be performed.
- Advise students when possible, realizing individual instructor often has a special opportunity for effective guidance.
- Provide students, at the beginning of each course, with a course syllabus outlining the content, requirements, testing and grading procedures of the course as well as the standards of school conduct.

## 2. DIVISION CHAIRPERSONS

- Organize and supervise all division personnel and programs. Be familiar with, interpret and follow the college procedures embodied in Board Policies, GCC Administrative Regulations, Division Chair Handbook, Curriculum Handbook and the CSEA and Guild labor contracts.
- Oversee the selection and evaluation of certificated and classified division personnel, including both full-time and part-time faculty in coordination with Human Resources and the Office of Instructional Services.
- Recommend the hiring of part-time classified employees as needed by the division to the Instructional Services and Human Resources offices.
- Schedule division classes, make teaching assignments and track instructional loads for all full-time and part-time instructors and oversee absence records for all division personnel, under the direction of the Instructional Services.
- Ensure all part-time Faculty are not working more than 60% of a full-time load – including large lecture pay.
- Oversee the preparation and revision of division course outlines for recommendation through the Vice President, Instructional Services.
- Make recommendations to the Curriculum and Instruction Committee for new courses and programs and elimination or modification of out-dated curricula.
- Communicate all division book orders and coordinate division activities with the College Bookstore and Library.
- Oversee the recommendation and approval of textbooks and library materials for the division.
- Prepare annual budget requests, requests for new permanent positions and instructional equipment. Supervise division expenditures, budget, and order division supplies and equipment.
- Assist in preparation of requests for Federal and State financial grants to augment division programs.

- Schedule and chair division meetings at least once each academic month, as needed to complete all division tasks including: textbook approval, tenure candidates votes, adoption of division policies, new course approval and other division business.
- Establish and supervise active communication links among all division personnel through written, telephone, email and direct methods.
- Represent the division at Academic Affairs and Division Chairs meetings and other governance committees and task forces.
- Report to the appropriate Dean of Instructional Services for supervision and serves as an integral part of the management team in the Instructional Services Division.

Provide campus leadership to promote excellence in our academic programs and uphold professional standards of the teaching profession.

### 3. COUNSELORS

- Offer educational guidance, including course advisement counseling, testing, and articulation with other schools.
- Offer vocational guidance for the realization of specific goal choice.
- Offer special personal and social adjustment counseling, including individual and group work, designed to effect some change in behavioral patterns which appear to limit academic success.
- Offer transfer and career guidance.
- Maintain definite office hours in order to be available to students.
- Handle and process petitions from students.
- Interpret tests and scores for students.
- Attend counselors' meetings and professional association meetings relating to the counselor assignment.
- Participate in in-service training and other school projects and activities.
- Serve on special committees as assigned by the Superintendent/President or the Vice-President of Student Services.
- Serve on governance committees as needed.

- Maintain records for research as requested by the Superintendent/President or the Vice-President of Student Services.
- Counsel students on probation and those with academic/learning deficiencies.
- Assist students with registration, program changes, etc.
- Be on duty at the college for no less of 35 hours per week.
- Help students become involved in campus and community activities.
- Assess student and community characteristics and be involved in research projects.
- Participate in Student Services Division meetings and activities.

#### 4. HEALTH CENTER NURSES

The Health Center Registered Nurses comply with the legal requirement of the state of California, the Board Policies and Administrative Regulations of the District while providing the following:

##### Student Services

- Administer first aid and emergency medical care both in the Health Center and at the scene of an on-campus emergency.
- Provide personal health screening tests, assessments, counseling, nutrition counseling, health education, and referrals.
- Perform tasks using standardized procedures or assist with procedures under medical supervision.
- Provide selected immunizations.
- Make nursing judgments.
- Initiate crisis intervention, referrals and follow up.
- Make referrals as appropriate.
- Maintain current resource file, statistical information, and list of community resources.
- Participate in campus wide health and safety activities.
- Promote wellness and control of communicable diseases.

- Obtain information for accident reports and insurance claims; file appropriate claims.
- Participate in professional activities and campus committees during the year.

#### Employee Services

- Administer first aid and emergency medical care both in the Health Center and at the scene of an on-campus emergency.
- Screen blood pressures
- Provide nutritional and weight counseling
- Provide TB skin testing and basic immunizations for a fee.
- Assist with referrals for employee/employee family crisis.
- Serve as resource in the areas of health and safety.
- Maintain educational requirements as mandated by the County of Los Angeles Immunization Program

#### 5. LIBRARIANS

- Be aware of the philosophy and objectives of the California public community colleges.
- Be cognizant of the philosophy and objectives of Glendale Community College as presented in its Mission Statement, using it as a guideline in the planning, structuring, and providing of library services and classes.
- Assume the responsibility as a certified staff member for accomplishing the goals and objectives of Glendale Community College.
- Provide reference service, instruction in library use, and information literacy.
- Acquire, organize, and provide books, periodicals, non-print and other materials to support the mission of the college.
- Provide for the informational needs of the students, faculty, staff and community members served by the college.
- Promote interaction between library services and instructional programs.
- Supervise tasks performed by para-professional library staff.
- Maintain accurate records and submit reports as required.

- Care for the equipment and property under assigned jurisdiction.
- Attend required Governance Committee, library and faculty meetings as well as professional association meetings relating to libraries.
- Serve on Governance Committees, as needed.
- Be on duty on the college campus no less than 35 hours per week.
- Provide leadership in the acquisition and utilization of electronic storage and transfer of information.