

## EXHIBIT 7

### GENERAL JOB DESCRIPT FOR INSTRUCTORS

The instructor is the key figure in the College's educational mission, and their attitude, personality, skill, character, and initiative will determine how well the college fulfills its objectives. They play a prominent role in curriculum development through continual evaluation. Instructors report to the Vice President of Academic Affairs.

#### **Duties and Responsibilities:**

- Demonstrates a thorough and accurate knowledge of the field or discipline;
- Conducts class sessions with good judgment and professional behavior;
- Provides learning activities that meet course objectives;
- Shows a commitment to high student standards by encouraging student responsibility, ethical behavior and stressing consistency in-class work and attendance;
- Meets all classes promptly and regularly and begins and ends class on time;
- Keeps accurate records of attendance and grades and submits all reports and other requested information promptly and accurately;
- Stays current on appropriate instructional technology;
- Maintains discipline in the classroom;
- Maintains regular office hours to ensure accessibility to students and colleagues;
- Provides syllabi using the approved format and makes themselves available to the student;
- Maintains confidentiality of student information;
- Compiles and analyzes assessment data and submits results to the assessment committee;
- Serves as sponsor and advisor for student clubs and organizations as appropriate;
- Actively supports recruitment and retention of students;
- Exercises good stewardship of college facilities and materials;
- Effectively communicates with, cooperates with, and supports other college personnel on daily activities;
- Participates in essential college activities including but not limited to professional development, institutional effectiveness, recruiting, and committee service;
- Represents the College professionally as evidenced by dress, demeanor, and the discharge of daily responsibilities, and in keeping with the mission of the institution;
- Promotes, supports, and facilitates student learning;
- Fulfills other duties as assigned by supervisor and/or college administrators.

I have read and understand the duties and responsibilities required for the successful performance of the position.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date