

## APPENDIX A

### Position Description - Instructor

The primary duty of Instructors shall be to teach assigned courses under the supervision of Divisional Deans. As an art and a learned profession, teaching imposes complex and diverse obligations which vary both in importance and susceptibility to precise description. Nonetheless, Instructors shall not be required to render services inappropriate to their credentials provided that whenever feasible Instructors shall be assigned to teach courses within their area of professional training and expertise. They shall, however, attempt to discharge the following responsibilities at an optimum level of proficiency:

1. To help the students fulfill their maximum potential in mastering course content.
2. To instill in students a respect for excellence and a desire to pursue it.
3. To develop in the student a respect for differing points of view.
4. To maintain a thorough and up-to-date knowledge in the Instructor's regular teaching field, to plan courses and to revise such plans when appropriate.
5. To maintain a fundamental knowledge of instructional materials and techniques, and methods of student evaluation.
6. To maintain high standards of professional conduct and ethics appropriate to the Instructor's professional position.
7. To adapt appropriate methods and materials of teaching to meet the needs of students, consistent with the maintenance of quality education.
8. To teach courses in general conformity with official course outlines.
9. To provide students with written course objectives, with an explanation of grading standards, and with **regular/periodic** opportunities for the students to evaluate their progress based on these objectives and standards.
10. To maintain reasonable availability to students, including the maintenance of office

hours.

11. To respond to student inquiries, or to refer students to appropriate personnel when solution of their problems requires it.
12. To support Student Services activities through appropriate participation, including club advisorship and/or acting as an advisor to student activities.
13. To engage in no outside employment or other activities that will impair the effectiveness of professional service and to desist from authorizing or permitting any commercial exploitation of the Instructor's professional position.
14. To adhere to class and examination schedules and to follow proper fiscal and student accounting procedures.
15. To maintain records required by the District and report grades and attendance in a timely manner based on District procedures.
16. To submit timely requests for necessary textbooks, materials, and equipment.
17. To perform assigned committee work, including participation in program review and the accreditation process, and to attend meetings called by the District, as long as such obligations are reasonable.
18. To utilize campus selected platforms for email communication and the campus selected platform for grade submission.
19. To take reasonable precautions against the theft, deterioration or destruction of department facilities, equipment and supplies.
20. To observe safety standards appropriate to his instructional obligations, and to instruct students accordingly.
21. To respect the academic freedom of students to express their opinions on controversial matters germane to the subject matter of courses taught, subject only to the maintenance of appropriate classroom decorum and the time constraints necessary to implement the attainment of course objectives.
22. To provide course syllabi to the Division Office.

Items 10, 12, 13 and 17 are not applicable to Part-Time Faculty Members.

## APPENDIX A

### Position Description - Counselor

A. The primary responsibility of Counselors shall be to provide such **integrated holistic** counseling services as will assist students and potential students in the processes of self-understanding, planning, and decision-making. Counselors are assigned under the supervision of designated Deans. Each Counselor will attempt to discharge the following responsibilities at an optimum level of proficiency:

1. To **assist-counsel** students in assessing and developing their potential.
2. To assist students who present problems adversely affecting their personal and academic attainment.
3. To refer students, when appropriate, to other Counselors and to other services on and off campus for assistance.
4. To direct students to resources about College courses and program requirements and other schools or colleges and to assist students in the interpretation and use of those resources.
5. To assist students in selecting fields of concentration from the College curriculum **to meet student's educational and career goals.**
6. To **assist collaborate with** Instructors in the solution of problems affecting students.
7. To maintain an up-to-date knowledge of counseling practices, methods and techniques.
8. To maintain high standards of professional conduct and ethics appropriate to the Counselor's professional position.
9. To perform assigned committee work, including participation in program review and the accreditation process and attend meetings as assigned by the District, provided such assignments are reasonable.
- 10. To actively participate in Counseling program initiatives and meetings.**
11. To take reasonable precautions against the theft, deterioration or destruction of department facilities, equipment and supplies.
12. To maintain records and reports appropriate to the counseling function.

13. To engage in no outside employment or other activities that will impair the effectiveness of professional service and to refrain from authorizing or permitting any commercial exploitation of the Counselor's professional position.

B. The Dean may also assign individual Counselors responsibilities which are compatible with the Counselor's training and experience and which are pertinent to the needs of the Division and the student from among the following:

1. To assist students in exploring careers, in developing an understanding of the employment environment, and in implementing career decisions.
2. To counsel students during registration.
3. To assist in the preparation of curriculum guides and catalog materials, in articulation with four year institutions and in fostering continuing relationships with District high schools.
4. To assist in providing information about College programs to groups and individuals in the community.

Items 9 and ~~12~~ **13** are not applicable to Part-Time Counselors.

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### Position Description - Librarian

A. The primary responsibility of Librarians shall be to **support curriculum and student learning by providing access to diverse collections and instruction to the campus community on assist students and the faculty in** the effective use of **the library resources in support of the teaching function of the College.** Librarians are assigned under the supervision of the **Dean of Library and Learning Resources Director of Instructional Services.** Each Librarian will attempt to discharge the following responsibilities at an optimum level of proficiency:

1. To provide **information research and support** to students and faculty on resources available **in through** the library or **through** other sources, **and to foster the development of informational and digital literacies** ~~and assist in making those resources available.~~
2. To maintain high standards of professional conduct and ethics appropriate to the Librarian's professional position.
3. To consult with Faculty Members on resource needs in their particular fields.
4. To perform assigned committee work, including participation in program review and the accreditation process, and to attend meetings called by the District, so long as such assignments are reasonable.
5. To maintain **an up-to-date current** knowledge of library materials, methods, **technology,** and techniques.
6. To take reasonable precaution against the theft, deterioration and destruction of library facilities, equipment and materials.
7. To assist in the formulation and maintenance of necessary and reasonable rules for library users.
8. To **not** engage in **no** outside employment or other activities that will impair the effectiveness of professional service and to refrain from authorizing or permitting any commercial exploitation of the Librarian's professional position.
9. **To teach courses when assigned in general conformity with official course**

**outlines; to follow instructor duties and guidelines as detailed in the Instructor position description, as appropriate. Library faculty are not required to teach, but can undertake courses within the Division.**

B. The Librarians, according to the experience and area of specialization, will assume the following responsibilities as assigned by the **Director Dean** of Library **and** Learning Resources.

1. To **develop and** maintain ~~the existing~~ **a** collection **that supports campus curriculum, course development, and student research.**
2. To develop and maintain a catalog **and discovery tools** which will give access to all materials in the collection through subject classifications and bibliographic description.
3. To develop and maintain a collection of reference materials.
4. To select and acquire new materials and incorporate them into the library collection.
5. To develop and maintain a periodicals collection.
6. To provide instruction **i** **on** the **proper effective** use of the library and its resources on a group or individual basis.
7. To develop and maintain an effective and viable circulation system.
8. To publicize library resources and promote the use of the library.

**Section A, items** 4 and 8 are not applicable to Part-Time Librarians.

## APPENDIX A

### Position Description - Registered Nurse/Nurse Practitioner/Physician Assistant

The primary responsibility of a Registered Nurse/Nurse Practitioner shall be to provide health services and to maintain health center facilities for all students ~~and employees~~ as assigned. Registered Nurse/Nurse Practitioners/Physician Assistant are assigned under the supervision of the assigned management personnel and may be under the medical direction of a physician. A Nurse Practitioner is a registered nurse who possesses additional preparation and skills in physical diagnosis, psycho-social assessment, and management of health-illness needs ~~in primary health care~~, and who has been prepared in a program which conforms to board standards as specified in Section 1484 of Nursing Practice Act. A Physician Assistant is certified by the National Commission on Certification of Physician's Assistants. Each Registered Nurse/Nurse Practitioner/Physician Assistant will attempt to discharge the following responsibilities at an optimum level of proficiency:

1. To render first aid and emergency medical care to students and employees when such services are necessary and requested, treat minor illness by standardized procedure, provide follow-up when indicated, refer to appropriate providers and may provide medical care as assigned, using protocols and physician consultation when appropriate.
2. To appraise health problems, collaborate with staff and physicians, counsel individuals regarding health concerns, interact in crisis situations and make referrals when necessary.
3. To perform health screening, administer TB testing, visual screening, blood pressure testing, participate in work for communicable disease control and performs laboratory tests as needed.
4. To work with ~~counselors, faculty, and manage to provide health supervision~~ **clinical psychologists and other appropriate college personnel to provide holistic health and wellness education** for students.
5. To plan and institutes clinical management of common minor acute/episodic care ~~problems, and provide management of chronic stable problems~~, using protocols and

physician consultation when appropriate.

6. To provide appropriate education for prevention, rehabilitation, health maintenance and treatment compliance.

7. To prepare policies and protocols in collaboration with administration and physician, including annual review and update of established protocols.

8. To act as advisor and/or change agent to provide more effective health care delivery within the facility.

9. To ~~Counsel~~ work with students and appropriate, parents, and college personnel ~~and implements~~ to develop action plans for ~~eliminating, minimizing, or accepting~~ health problems that may interfere with effective learning by students.

10. To maintain up-to-date knowledge of public health nursing materials, methods and procedures.

11. To take reasonable precautions against the theft, deterioration, or destruction of health care facilities, equipment, and supplies.

12. To keeps accurate and detailed records of all students requesting service using the problem oriented method.

13. To maintains high standards of professional conduct and ethics appropriate to the Nurse's professional position.

14. To perform assigned committee work, including participation in program review and the accreditation process, and to attend meetings as called by the District, as long as such obligations are considered reasonable.

15. To engage in no outside employment or other activities that will impair the effectiveness of professional service and refrains from authorizing or permitting any commercial exploitation of the Registered Nurse/Nurse practitioner's or Physician Assistant's professional position.

16. In addition to performing any or all of the above listed duties, a Nurse Practitioner may provide additional medical services such as administration of routine physical examination including OB/GYN; psychosocial assessments; provides direct **primary patient** care under the medical direction of a physician, **as necessary and appropriate.**

Items 14 and 15 are not applicable to Part-Time Nurses, Nurse Practitioners and



Physician Assistants.

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### Position Description - Faculty Coordinator

Under the direction of the assigned administrator, the Faculty Coordinator is responsible for the overall coordination of a project(s)/program(s) which requires knowledge of business, instructional and/or student support services. Each Faculty Coordinator will attempt to discharge the following responsibilities at an optimum level of proficiency:

1. To oversee, direct and coordinate the day to day functions of the project(s)/program(s) as assigned.

2. To maintain current knowledge and understanding of curriculum, support services, policies, laws, and regulations as mandated by State and Federal laws for the project/program.

3. To provide leadership.

4. To be responsible for maintaining records and assisting in preparing budget as may be required for such project(s)/program(s).

5. To evaluate support personnel and make staffing recommendations to the assigned administrator.

6. To assess and evaluate in a timely manner the progress and benefit of such project(s)/program(s).

7. To perform assigned committee work, including participation in program review of the accreditation process, and, to attend meetings called by the District, as long as such obligations are considered reasonable.

8. To participate in the assigned Division program review process.

**9. To work with state agencies, other colleges and universities, and other partners; develop and maintain relationships; and submit required materials.**

A detailed list of duties is to be formulated by the Dean in conjunction with the Faculty Coordinator. This list of duties is to be reviewed on a yearly basis with both parties. The student contact duties should generally take precedence over coordinator duties.

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### Position Description - Athletic Coaches

The primary duty of Athletic Coaches shall be to lead and supervise students in their participation in intercollegiate athletic competitions and to teach these students the special skills, tactics and strategies required for the particular sport as well as sportsmanship, leadership and concepts of working together as a team. Under the general direction of the Dean of Health Sciences and Athletics and the Director of Athletics ~~and Kinesiology~~, Athletic Coaches are responsible for the following:

1. To organize and coordinate of all aspects of practice and competition in regional and state championship games.
2. To recruit ~~District high school~~ athletes in compliance with the rules and regulations of the CCCAA (California Community College Athletic Association) California Athletic Code.
3. To adhere to the District's rules and regulations in conformity with the requirements of the CCCAA California Athletic Code.
4. To organize team competition schedules for school and conference approval.
5. To coordinate equipment, supplies, meals, transportation, and travel requests and prepare an annual budget.
6. To advise student-athletes regarding the registration process and work with counselors regarding academic planning.
7. To work with the Athletic Trainer and division faculty concerning fitness and conditioning for athletic participation.
8. To coordinate the development of sports brochures, news releases for the media, office, and school. To maintain records and athlete information.
9. To supervise and coordinate the athletic team award banquets.
10. To assist in college/community relations by developing coaching clinics, invitationals, demonstrations, etc., for local high school athletes and coaches.
11. To perform assigned committee work, including participation in program review of the accreditation process, and to attend meetings called by the District, as long as such

obligations are considered reasonable.

12. Participation in the Division program review process.

Items 11 and 12 are not applicable to Part-Time Athletic Coaches.

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### Position Description - Clinical Psychologist

The primary responsibility of a Clinical Psychologist shall be to provide psychological counseling to students for the purposes of resolving problems that interfere with personal and academic success. ~~Under the general direction of the assigned Dean of Health Sciences & Athletics, the~~ Clinical Psychologists will provide personal short-term and crisis counseling services through direct contact with students individually and in groups. Under the direction of the assigned Dean, the Clinical Psychologist will discharge the following responsibilities at an optimum level of proficiency:

1. To counsel students who present problems adversely affecting their personal and academic attainment.
2. To provide basically well-functioning students, in acute crises, with appropriate techniques to deal with their problems.
3. To be aware of community resources, and refer students to other resources ~~which the Health Center may be unable to provide when a student's~~ **psychological health needs surpass the scope of services and resources available through the District.**
4. To lead various groups, i.e. stress management, assertiveness training, understanding anxiety, anger management, dealing with substance abuse related problems, mental health and wellness and disability management among others.
5. To provide consultation ~~and training~~ to faculty, staff and administration regarding psychological matters that may influence student behavior, motivation and the learning process (as funding sources/education codes allow).
6. To maintain up-to-date knowledge of psychological counseling practices, methods, and techniques.
7. To maintain high standards of professional conduct and ethics appropriate to the Clinical Psychologists professional position.

8. To take reasonable precautions against the theft, deterioration or destruction of department facilities, equipment and supplies.
9. To maintain confidential records and reports.
10. To engage in no outside employment or other activities that will impair the effectiveness of professional services and to refrain from authorizing or permitting any commercial exploitation of the Clinical Psychologist's professional position.
11. Ability to effectively collaborate with campus faculty, staff and community mental health resources.
12. Serve as a resource and liaison for the college community on issues of health and psychological health promotion which may include classroom presentations, resource material development, committee membership and staff/faculty presentations (as funding sources/education codes allow).
- ~~13. To provide verification of disability and determine eligibility for services and accommodations in accordance with Title 5 of the California Education Code and other pertinent laws and guidelines within the Special Resource Center (DSP&S program):~~
  - ~~1314.~~ Develop, coordinate and serve as the clinical supervisor, for mental health internship program.
  - ~~1415.~~ To perform assigned committee work, including participating in program review, of the accreditation process, and attending meetings called by the District, provided such assignments are reasonable.
  - ~~1516.~~ To participate in the development and activities of crisis intervention, emergency response and campus safety.

**Items 13-15 are not applicable to Part-Time Psychologists**  
**Revised and Board Approved: April 16, 2012**

## APPENDIX A

### Position Description - ~~Disabilities~~ Disability Specialist

The primary duty of ~~Disabilities~~Disability Specialists shall be to assist students with disabilities through an interactive process to identify, ~~request, and effectively utilize support services and accommodations to mitigate~~ educational limitations and reasonable accommodations to mitigate educational limitations imposed by their verified disability and ensure equal educational access. The other primary duty of Disability Specialists/Learning Disability Specialists shall be to teach classes such as Educational Development courses, also known as Educational Assistance Courses. Disability Specialists/Learning Disability Specialists may fulfill these duties within one or more Divisions, as assigned. ~~Disabilities~~Disability Specialists are assigned under the supervision of ~~the~~ Director of the Special Resources Center, El Camino College's Disabled Student Programs and Services (DSPS).

Disability Specialists may include the following areas of speciality as listed in the Minimum Qualifications for Faculty and Administrators in California Community Colleges:

Computer Technology (adapted) Specialist

Deaf and Hard of Hearing Specialist

Developmental Disability Specialist

Learning Disability Specialist

Physical Disability Specialist

Each ~~Disabilitiesy~~ Specialist/Learning Disability Specialist will discharge the following responsibilities at an optimum level of proficiency:

1. To ~~provide verification of~~verify a disability via review of outside documentation, observation or assessment of the student. Learning Disability Specialists shall provide documentation for eligibility of accommodations and services through the learning disability assessment set by the Chancellor's Learning Disability

**Eligibility Services Model (LDESM).**

2. To determine eligibility for services and accommodations in accordance with Title 5 of the CA Education Code and other pertinent laws and guidelines, including but not limited to the Americans with Disabilities Act, Rehabilitation Act of 1973 Sections 504 and 508, and the Chancellor's **LDESM Eligibility Model for Learning Disabilities Services.**
3. To record services, verification of disability and monitor student progress on **Student Educational Contract (SEC) an Academic Accommodation Plan (AAP).** To enter all contacts and services on the **SECAAP** in the student's Special Resource Center file, in accordance with MIS reporting deadlines.
4. To liaise with outside community agencies and other educational institutions including high schools, community colleges, and universities.
5. To teach courses as assigned in general conformity with official course outlines; to follow instructor duties and guidelines as posted in Instructor position description, as appropriate.
6. To serve as a contact or advocate with other faculty and/or with other departments on campus regarding issues of accommodations, physical and programmatic accessibility **in accordance with federal and state disability laws.**
7. To assist students with issues related to disability, such as accommodations, assistive technology and support services.
8. To document all contacts and services including anecdotal reports in student's file; handle and maintain records in a confidential manner.
9. To ~~increases~~ the visibility and inclusion of students with disabilities in mainstream campus activities.
10. To refer students, when appropriate, to Counselors, **the campus Psychologist,** other **DisabilitiesDisability** Specialists, and staff members, programs, and services on and off campus for assistance.
11. To perform assigned committee work, including participation in program review, curriculum development and the accreditation process and attend meetings as assigned by the District, provided such assignments are reasonable.



12. To maintain records and reports appropriate to the DSPS function.
13. To engage in no outside employment or other activities that will impair the effectiveness of professional service and to refrain from authorizing or permitting any commercial exploitation of the ~~Disabilities~~**Disability** Specialist professional position.
- 14. To implement the California Community College Learning Disabilities Eligibility & Services Model by assessing students and reviewing disability related documentation to determine eligibility for accommodations and services.**

Items 11 and 13 are not applicable to Part-Time Disability Specialists