Job Title: Online BSRT Instructor
Department: Distance Education
Reports To: Director of Distance Education

Summary: Working with minimal supervision from the Director of Distance Education, the online instructor is primarily responsible for the delivery of online lecture and/or lab instruction to a population of diverse students.

Faculty Qualifications:

- Respiratory Therapy Program Core Faculty (RCP 400, 440, 450, 460, & 470)
    - Master of Arts or Master of Science/Master of Arts
    - 5 years of professional experience; 2 years of instructional experience
    - Active Registered Respiratory Therapist (RRT)
    - Criminal Search (last 7 years in all states); Education verification
    - Current state Respiratory Care Practitioner (RCP) License
- Upper-Division General Education Faculty (ENG 321, HUM 325, HIST 301)
    - Master of Arts or Master of Science/Master of Arts
    - 1-2 years instructional experience
    - Education verification

Essential Duties and Responsibilities:

- Prepares course work and teaches assigned courses.
- Assesses and analyzes student mastery of course and program learning outcomes.
- Reviews assessment data and adjusts curriculum and instructional methodologies to improve student learning.
- Contributes to outcome discussions at the campus, program and institution levels.
- Fulfills all duties enumerated within the Statement of Faculty Responsibilities.
- Participates in online committees and project teams as requested.
- Attends educational and online campus meetings as requested.
- Contacts students outside the classroom due to student inactivity to relay information related to class work and assignments.
- Offers students additional tutoring online as requested.
- Refers students to appropriate campus resources.
- Performs various functions and duties directly related to the program or the operations of the SJVC Online campus.
- Informs students about course requirements, evaluation procedures and participation requirements.
- Maintains necessary participation records, scholastic and student records, and submits records according to published guidelines.
- Participates in professional development, student and other online educational activities in accordance with college policy.
- Maintains current knowledge in the field, vocation or profession.
- Participates as assigned in various online campus activities, workshops and seminars as requested.
- Performs other duties as assigned.

Supervisory Responsibilities: An instructor supervises student conduct in the online classroom.

Competency: To perform the job successfully, an individual should demonstrate the following competencies:

Analytical – Collects and researches data to enhance teaching materials; uses intuition and experience to complement data.

Design – Generates creative solutions; translates concepts and information into images; uses feedback to modify teaching methods; demonstrates attention to detail.

Problem Solving – Identifies and resolves problems in the online classroom; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

Customer Service – Manages difficult or emotional student situations; responds promptly to student needs; solicits student feedback to improve service; responds to requests for tutoring and assistance; meets commitments made to students.

Interpersonal Skills – Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things.

Oral Communication – Effectively teaches and communicates with online students from diverse backgrounds; speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions; demonstrates excellent presentation skills; participates in online meetings and videoconferences.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

Teamwork – Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

Visionary Leadership – Displays passion and optimism; inspires respect and trust; mobilizes students to fulfill their educational vision; provides vision and inspiration to students and co-workers.

Diversity – Shows respect and sensitivity for cultural differences; educates students on the value of diversity; promotes a harassment-free environment; builds a diverse workforce in the online classroom and work environment.

Ethics – Treats students, employees, and the general public with respect; inspires the trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals; benefits organization through outside activities; supports affirmative action.

Judgment – Exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process.

Motivation – Encourages students to set and achieve challenging goals; demonstrates to students persistence and ways to overcomes obstacles; measures self against standard of excellence and encourages students to do so as well; encourages students to take calculated risks to accomplish goals.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions.

Safety and Security – Observes online safety and security procedures, as well as teaches online safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

Attendance/Punctuality – Mounts online course materials on time; ensures online courses start on time; maintains predetermined timeline of the online course by providing regular and timely feedback, and grading assignments and exams promptly; submits final grades on time; ensures courses are covered when absent; participates in electronic meetings and appointments as requested.

Dependability – Follows instructions, responds to management direction; commits to long hours of work when necessary to cover classes and/or tutor students.

Innovation – Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information in a manner that gets others' attention.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience
General Education and Business Courses: A minimum of a baccalaureate degree.

Language Skills
Ability to read, analyze, and interpret materials related to area of expertise; ability to respond to common inquiries or complaints from students, employees and members of the business community; ability to effectively present information to students, employees, and the business community.

Mathematical Skills
Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume; ability to apply concepts of basic algebra and geometry.

Computer Skills
To perform this job successfully, an individual should have knowledge of Microsoft Office Word, Excel, Access, Outlook and all software programs related to online courses to be taught.

Certificates, Licenses, Registrations
Instructors must have required certificates, licenses and registrations required for the course(s) they are to teach.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand or sit; use hands to finger, handle, or feel; reach with hands and arms; talk; hear and speak.

Job Description Online Instructor   7/24/03