Educational Support Faculty Job Description

POSITION SUMMARY:

The primary duties of educational support faculty members of SBCC are those related to educational support services, which may include counseling/advising, service provision, and teaching. The duties of educational support faculty vary according to the respective departments in which the faculty member is assigned and the specific job description.

A regular contract faculty position at Santa Barbara City College is a full-time commitment. The faculty member is expected to perform his/her responsibilities as delineated in the faculty job description and the job announcement. Failure of a faculty member to satisfactorily fulfill these responsibilities will result in administrative action.

The assignment for a full-time educational support faculty member is the equivalent of thirty Teacher Load Units per year, plus additional days as stated in the employment contract, divided between counseling/advising, teaching, class preparation, program leadership, supervision, service provision and referral, as determined by the department and specific job description. In addition, college service, department meetings and office hours or appointments are included in the full-time faculty member's responsibilities. Full-time faculty members work with their peers in developing departmental and college-wide policies and make themselves available to advise students in academic and professional matters.

Adjunct Educational Support Faculty are assigned duties and responsibilities similar to their contract colleagues, but more limited in scope.

(NOTE: Specifies of the Job Description below may vary according to terms of the current Instructor's Association Negotiated Contract and the specific job description under which the faculty member was hired.)

The Educational Support Faculty of SBCC is divided into departments and is organized into one division. Each faculty member is supervised by his/her department chairperson or colleague supervisor or dean, and may be responsible for the supervision of adjunct faculty, classified staff and departmental aides. Respective Deans of Educational Programs are the administrative supervisors of the specific departments in the Educational Support Division.

Faculty members shall conduct themselves in a manner consistent with the AAUP Statement on Professional Ethics [and other ethical guidelines of job-relevant professional organizations as appropriate for the assignment] and conform to standards of conduct as stated in federal and state law and Board policy.
EDUCATIONAL SUPPORT FACULTY RESPONSIBILITIES:

Demonstrate expertise and competence in area of discipline and/or area of assignment and as assigned:

a) Provide students with services and resources that assist the learning process.

b) Guide students in identifying and clarifying their academic and/or career goals.

c) Develop students’ skills that enable them to successfully pursue their academic and career goals.

d) Provide work direction and supervision to paraprofessionals, adjunct faculty, clerical staff and student work aides.

e) Develop and maintain regular and effective collaborative relationships with instructional faculty, administration, other college and university representatives, and community services.

f) Refer students to appropriate off-campus services and to College resources for information, counseling/advising, or other educational support services as necessary.

g) Develop and implement technology-based educational support services.

h) Provide counseling/advising services to students and support to faculty (e.g., Academic Counseling, Career Center, DSPS, EOPS, FRC, Health and Wellness, Library, LRC, Transfer Center).

i) May teach educational support classes to students consistent with the instructional faculty responsibilities.

j) Maintain accurate records for tracking and follow-up purposes as part of counseling/advising duties.

k) Maintain currency and depth of knowledge in discipline by participating in professional organizations, conferences, workshops, reading professional journals and engaging in informal discussions with colleagues.

RELATED EDUCATIONAL SUPPORT RESPONSIBILITIES:

1) Maintain regular contract hours.

2) Participate in the evaluation of existing departmental programs and the development of new departmental offerings.
3) Assist in the development and review of departmental information for the College Catalog, Schedule of Classes, departmental brochures and other related publications.

4) Maintain accurate records for tracking and follow-up purposes. Submit records of grades, student attendance, textbook orders and other required reports to designated campus officials in a timely manner.

OTHER PROFESSIONAL/ACADEMIC RESPONSIBILITIES:

*1) Be available, if given reasonable notice, for departmental, division, committee meetings and other professional tasks during normal working hours Monday through Friday on all contract days and hours, as stated in the annual faculty contract, except during assigned class times and office hours and when performing other official duties.

2) Report illness/absences as outlined in District procedure.

*3) Attend department and division meetings except during assigned class times, office hours, and when performing other official duties.

*4) Attend Commencement and scheduled college-wide mandatory flex activities.

*5) Participate in required college service, departmental/divisional program reviews and college planning activities, including periodic accreditation.

*6) Participate in evaluation of college personnel, including self, in accordance with Board policy.

7) Engage in professional development activities on an on-going basis and seek ways to improve teaching, counseling, and services provision.

8) Conform to college policies applicable to job assignment and professional activities.

*9) Report to dean and department chair outside employment that might conflict with obligations of SBCC employment to the extent required by Government Code, Education Code, and District Policies.

*These items do not apply to adjunct faculty

Approved by Academic Senate (2/8/06)
Approved by Board of Trustees - not a date 3/06