

ACE Proposal 2/6/09

~~WEST VALLEY MISSION COMMUNITY COLLEGE DISTRICT~~

APPENDIX D

TITLE: LAB FACULTY SPECIALIST

DEFINITION Introduction:

Lab Faculty Specialists are members who are assigned a majority (i.e., 50% or more) of their assignment to perform direct instruction of students in open laboratory courses and/or in learning assistance/tutorial centers.

The duties of the lab faculty specialist faculty consist of assignments related to instructing students in an instructional environment; assisting in the supervision and management of lab activities; coordinating and scheduling use of equipment and supplies; and training support staff that total a minimum of thirty-two point eight (32.8) hours per week in accordance with Article 18. All duties that are supervisory in nature are incidental to the professional instructional duties listed within this job description.

~~Under general direction, consists of 33 hours of lab assignments per week plus institutional activities. This position includes responsibilities for supervising and managing computer or other lab activities; instructing students in an instructional environment; coordinating and scheduling use of equipment and supplies; hiring, training and supervising support staff.~~

EXAMPLES OF ESSENTIAL DUTIES: Duties and Responsibilities:

Lab faculty specialist duties and responsibilities Assignments may consist of one or more of the following:

- Perform direct instruction of students in open laboratory courses, and/or learning assistance/tutorial centers. Lab faculty specialists who are the instructor of record in laboratory courses shall have their assignment based on the load for the course in accordance with Article 18 (not on hours).
- Maintain accurate class, department, and other records conforming to state requirements and stated district and college needs.
- Submit, when due, all necessary reports, such as attendance, grade reports, budget reports, rosters, class, and office schedules.
- Assist in the recruitment, hiring, orientation, and evaluation of full-time associate, and substitute instructors and staff.
- Assist the Division Chair or supervising administrator in the development of curriculum/programs and the implementation of the curriculum approval process at the department level.
- Assist the Division Chair or supervising administrator in the preparation of class schedule(s) for the department/program and in the final preparation of the published schedule. If appropriate, plan and implement a WSCH/FTE Plan of Action for the open lab courses within the department.

- Assist in the preparation of the semester work schedule for faculty and staff.
- Assist in the preparation and monitoring of the appropriate aspects of the department's budget and discuss periodically with the Division Chair/supervising administrator.
- Act as a facilitator relative to student, staff, administrative, and public concerns and inform the Division Chair or supervising administrator of the nature, status, and action taken.
- Establish and maintain a close liaison with appropriate campus departments to keep abreast of the instructional and education needs, and coordinate the open lab program's efforts to meet those needs.
- Represent the respective instructional department, when necessary, at Board of Trustees' meetings and on district and college committees.
- Assist the Division Chair or supervising administrator in administering the District's policies and procedures, including compliance with all bargaining unit agreements.
- Assist the Division Chair or supervising administrator in the preparation and administration of annual budgets for the assigned area; review and approve expenditures according to established District policies and procedures.
- Assist the Division Chair or supervising administrator in developing, maintaining, and coordinating the use of supplies inventories, equipment, site licenses, and software in computer labs and related classrooms; assist the Division Chair or supervising administrator in diagnosing/identifying and repairing software and equipment malfunctions/problems.
- Perform other duties as assigned in consultation with the Division Chair or supervising administrator.
- Post and maintain office hours each week in accordance with Article 18 for full-time faculty and Article 100.7 for associate faculty.
- Lab faculty specialists have the option of teaching outside their primary area on an overload basis. To be eligible for an assignment outside their area of primary responsibility, they must qualify through the established guidelines.
- ~~Lab faculty specialists who teach classes must comply with the duties required of instructors as outlined in their job description, including 1/2 hour of office hours for each section taught.~~

In addition to the lab-related duties outlined above, regular and contract members who are lab faculty specialists are expected to assume institutional responsibilities which are of value to their department, division, college and/or District as delineated in Article 22.

- ~~1. Supervise and manage computer lab activities.~~
- ~~2. Provide instruction for students in an institutional environment.~~
- ~~3. Coordinate use of equipment, software and supplies in the computer labs and related classrooms.~~
- ~~4. Develop and maintain a lab supplies inventory as required to operate the computer lab within budgetary constraints.~~
- ~~5. Coordinate and monitor use of equipment, software and supplies in the computer labs and related classrooms.~~
- ~~6. Perform diagnostic routines to identify computer and/or software malfunctions in the computer lab related classrooms.~~
- ~~7. Coordinate and arrange for the repair and maintenance of computer lab(s) equipment and related classrooms.~~
- ~~8. Select and train computer lab staff.~~
- ~~9. Coordinate certificated, classified and short tem hourly lab personnel by assigning and maintaining schedules.~~
- ~~10. Provide a routine method for compiling enrollment data, including student lab use statistics, as may be required for legal and operational purposes.~~
- ~~11. Assist in the development of and monitor the lab budget.~~
- ~~12. Manage University purchasing agreements, staff sales site and arrange consultations and demonstrations for students and staff.~~
- ~~13. Provide computer lab orientations for students and certificated personnel.~~
- ~~14. Coordinate instructional assignments with classroom instructors.~~
- ~~15. Prepare and administer annual budgets for assigned area; review and approve expenditures according to established District policies and procedures.~~
- ~~16. Participate in preparation of state and federal grant applications.~~
- ~~17. Perform other duties as assigned by the dean.~~

Board Approved: September 19, 1991

*Conflict of Interest Language Added: September 14, 2004*