Title: Instructional Specialist

Essential Function

Under general supervision from a designated administrator, teach classes in designated subject area necessary to improve students' academic performance at the University.

Characteristic Duties

- Teach classes in designated subject areas necessary to improve student’s academic performance at the University.
- Provide remedial instruction and guidance to students as necessary.
- Prepare teaching plan for class.
- Assist in developing academic schedules.
- Advise students regarding academic programs.
- Evaluate academic progress of students.
- Compile reports on student performance.
- Assist in the coordination of the orientation program at the beginning of each quarter.
- Make recommendations for instruction or program changes.
- Participate in staff meetings.
- Perform related duties based on departmental need.

Minimum Qualifications

- Bachelor’s degree with one (1) year experience. Experience must be in teaching.

Last updated: 1-9-07