

DUTIES AND RESPONSIBILITIES

CITY COLLEGE

Plantilla Item No. 14, 15, & 16 - Assistant Professor I (SG 15)

- 1) Plan, develop, implement, monitor and evaluate curriculum;
- 2) Facilitate and conduct classes and be knowledgeable on information resources and technology use for instruction;
- 3) Prepare, conduct and evaluate examinations of students;
- 4) Prepare class syllabi, course plans and lectures;
- 5) Ensure student awareness of course objectives, approach and evaluation techniques and carry out regularly scheduled instruction;
- 6) Evaluate student progress/achievement including the overall assessment of the students' work within assigned courses; and
- 7) Perform other duties and responsibilities as may be assigned from time to time.

Plantilla Item No. 17 & 18 – Instructor III (SG 14)

- 1) Plan, develop, implement, monitor and evaluate curriculum;
- 2) Facilitate and conduct classes and be knowledgeable on information resources and technology use for instruction;
- 3) Prepare, conduct and evaluate examinations of students;
- 4) Prepare class syllabi, course plans and lectures;
- 5) Ensure student awareness of course objectives, approach and evaluation techniques and carry out regularly scheduled instruction;
- 6) Evaluate student progress/achievement including the overall assessment of the students' work within assigned courses; and
- 7) Perform other duties and responsibilities as may be assigned from time to time.