

DUTIES AND RESPONSIBILITIES

CITY COLLEGE

Plantilla Item No. 11 & 12 – Assistant Professor III (SG 17)

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. 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.