

Job Description

Nutrition Department

Nutrition Consultant Classroom Instructor

Berkeley, Penngrove
Part-time, nonexempt



Job Summary

The Nutrition Consultant Classroom Instructor reports (NCCI) to the Director of Academics. The Nutrition Consultant Classroom Instructor is primarily responsible for delivering classroom lectures and facilitating class discussions and learning activities.

Key Academic Teaching Responsibilities

- Be completely knowledgeable of the information and notes in the PowerPoint slides.
- Be completely knowledgeable of the information in the Student Workbook.
- Consult with the Director of Academics a week prior to your class if there are any aspects of the upcoming class that need clarification.
- Be responsible for your teaching assignments.
- Find a substitute for your class and communicate the change to the appropriate people.
- In the beginning of each class, inform students of the workbook materials that they should use to support learning objectives for each class.
- Read *all* the articles in the Student Textbook and required reading for the topic you are teaching.
- Prior to teaching a class, look at the student Dashboard to familiarize yourself with students' academic status and progress.
- Mark key information in the text and weave that into your lecture.
- Do not merely read the talking points in the slides. Bring the content to life with a dynamic, engaged approach.
- Cite examples, research and application of information.
- Facilitate class discussion and learning activities.
- Provide important feedback to students who are doing snack demonstrations or giving a case report.
- Support the learning of each student and praise independent critical thinking over dogma.
- Teach the Eating for Health system. Be respectful of other approaches and explain how they fit into the Levels of Eating and spectrum of food plans.
- State the competencies at the beginning of each class and review them at the end of each class.
- Arrive at least 15 minutes before class, exhibit excellent time management during class, and stay up to 15 minutes after class to answer students' questions.
- Teach the lessons and support student inquiry, reflection, research and articulation without dwelling on personal stories or beliefs.

General Faculty Responsibilities

- Write in the communication log at least after every module taught, in order to keep the whole team up to date on class progress and any issues. Be specific regarding student issues.

- Use the Nutrition Edits form to inform the team of suggested edits to the curriculum.
- Attend regular faculty meetings (at least 1 per semester) .
- Complete CEUs as required annually.
- Answer student emails regarding course content.
- Arrange short meetings (5-15) minutes with students before or after class should they have questions.
- Refer students to the campus administrator, grader or student coordinator if they have issues which are not related to the course content.
- Refrain from personal counseling with students in or around class.
- Refrain from use any Bauman College venue, virtual or physical, to solicit your private practice or products or services related to such.
- Respond to student Forum and Facebook group posts with concise educational information. Direct students to sources of reliable information rather than give advice on how to manage health conditions.
- Be available through Bauman College email ; it is the primary mode of communication to faculty. Check it regularly, even during times when you are not scheduled to teach, to communicate with students, faculty, and staff regarding BC information.

Job Requirements (Minimum)

- Strong computer skills, including proficiency in Microsoft Office and Google Apps.
- Satisfy Bureau for Private Postsecondary Education (BPPE) requirements:
 - 5 CCR §71720(b)(1) An institution shall employ instructors who possess the academic, experiential and professional qualifications to teach, including a minimum of three years of experience, education and training in current practices of the subject area they are teaching. If an instructor does not possess the required three years of experience, education and training in the subject area they are teaching, the institution shall document the qualifications the instructor possesses that are equivalent to the minimum qualifications.

Disclaimers

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed within this job. This Job Description is only a summary of the typical functions of the position and not a comprehensive list of all possible job responsibilities, tasks and duties.

This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. Other duties, as assigned might be part of the job.

This job description does not constitute an offer for a specified length of employment and does not constitute an agreement or contract for employment. Accordingly, either employee, or Bauman College can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.