

## Faculty LRC Position Description

1. Reports for duty in accordance with the District's calendar and contractual obligations.
2. Assists administrators, instructors, and students to achieve stated objectives through the application of a variety of learning resources.
3. Instructs users in the process of locating, accessing, retrieving, utilizing, and interpreting materials.
4. Participates in the evaluation of the instructional process and explores appropriate strategies to make improvements in his/her own area of responsibility.
5. Participates in development and support of the instructional divisions by recommending books and materials, revising curricula, and recommending teaching strategies, when appropriate.
6. Participates in the planning process by assisting in the formulation of LRC objectives and goals, and in the preparation of budget material requests.
7. Maintains accurate and complete course records as required by law and the Board of Trustees Policies and Administrative Procedures Manual.
8. Participates in student advising and registration.
9. Promotes the college in the community.
10. Performs professional activities and assumes professional responsibilities as agreed upon with the supervisor.
11. Participates in his/her own performance appraisal.