

## **Memorandum of Understanding Regarding Health and Physical Fitness Instructors and Coaches**

The Board of Community Colleges District No. 508 ("City Colleges" or "the District") and the Cook County College Teachers Union, Local 1600 AFT, AFL-CIO ("Local 1600") are parties to a collective bargaining agreement which establishes conditions of employment. *See* Agreement between City Colleges and Local 1600 at Article VIII, effective July 15, 2008 through July 15, 2013.

The collective bargaining agreement includes provisions governing the terms and conditions of employment for physical education faculty, physical education faculty qualifications, and an appendix which established teaching load credit for coaching duties. *See* Agreement between City Colleges and Local 1600 at Article VIII B.1.a.; Appendix D. III.A.1; Appendix F.

City Colleges has evaluated its physical education curriculum and extra curricular sports programs and concludes that the provisions of the contract no longer reflect the state of the art in health and physical science education, and that the appendix regarding coaching does not serve the educational needs of the District.

By executing this Memorandum of Understanding, the parties agree that, effective immediately:

1. City Colleges will **adopt** the job title Health and Fitness Science Instructor at all colleges. The job description, attached to this Memorandum, is for a faculty position in Local 1600.
2. Article VIII B.1.a. of the collective bargaining agreement, regarding teaching load, shall be **replaced** with the following provision:

Faculty members teaching health and fitness science shall have a regular teaching load of 24 class contact hours per semester.
3. Appendix D.III.A. of the collective bargaining agreement, regarding qualifications, shall be **amended to remove** the last sentence, regarding faculty members in physical education.
4. Appendix F. of the collective bargaining, regarding teaching load credit for coaching duties, shall be **rescinded** in its entirety and shall have no further effect as part of the collective bargaining agreement between the parties.
5. Extracurricular sports and health and fitness science instruction are and shall remain separate functions of City Colleges. The parties expressly acknowledge that coaching opportunities shall be allocated by the Presidents of the Colleges in accordance with the needs of the extracurricular programs. No faculty member shall have rights to or priority in selection for coaching assignments.
6. Coaching is not "extra work" as that term is used in Article VII.F.4. of the collective bargaining agreement.



**CITY COLLEGES OF CHICAGO  
JOB DESCRIPTION**

<b>Date:</b>	June 20, 2008	<b>Job Family:</b>	301
<b>Title:</b>	Health and Fitness Science Instructor	<b>Job Code:</b>	0009
<b>Division/ College:</b>	Health Sciences All Colleges	<b>Union:</b>	1600 Faculty
<b>Report To:</b>	Department Chair	<b>FLSA:</b>	Exempt

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**PRIMARY OBJECTIVE:** This position conducts formal classes and meets all lab objectives for assigned courses in exercise physiology, kinesiology, biomechanics, bioenergetic, fitness assessment and evaluation, exercise program design and personal training certification. Must teach and evaluate students, prepare and revise course guides and other educational materials. Must provide professional career advice to students pursuing careers in the health fitness industry. Must contribute to the overall operation of the College and support the mission of the institute.

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**DUTIES & RESPONSIBILITIES:**

1. Prepares syllabi and lesson plans for classes and teaches classes, on campus, in a manner consistent with the philosophy, policies, and guidelines of the college.
2. Demonstrates excellence in teaching and a commitment to integrating new technologies in the learning process.
3. Demonstrates the ability to inspire, motivate and empower students to succeed.
4. Works individually with students who may need assistance with course and academic advising information, career guidance or additional assistance in their studies.
5. Provides regular and useful feedback to students in an objective, consistent, and timely manner; evaluates and documents student performance using established methods and criteria and files course grades promptly.
6. Assessment of student learning. (Ghingo will provide language)
7. Recruits students and develop linkages with local fitness centers and community organizations.
8. Stays abreast of innovations and current trends in the fitness industry as it pertains to education and technology.

9. Attends annual fitness conferences, seminars and/or workshops.
10. Maintains current CPR and personal training certifications.
11. Enforces professional dress code and other academic policies.
12. Required to adhere to CCC Customer Service Excellence standards.
13. Performs related duties as required.

**SUPERVISORY RESPONSIBILITIES**

None

**QUALIFICATIONS:**

1. Masters degree in Exercise Science or related fields including Exercise Physiology, Kinesiology, Physical Therapy or Anatomy.
2. Certification by an accredited organizing body, i.e., American Council on exercise and National Academy of Sports Medicine required. American College of Sports Medicine and National Strength and Conditioning Association preferred.
3. Blackboard learning management system preferred.
4. One to two years of teaching experience at the college level preferred.
5. One to two years of fitness training/management experience preferred.
6. Current CPR certification.
7. Must be self-directed, innovative and able to evaluate current operations in an effort to develop practical action programs to improve the functioning of the department.
8. Excellent verbal and written skills required with the ability to communicate persuasively with tact and diplomacy.

Jane S. Barnes (electronic signature)

07-15-08

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Exec. Dir. of Compensation (or designee's) signature

Date

*This job description is developed to provide a general description of the duties and responsibilities of this position. It is not intended to be an exhaustive set of the duties and responsibilities, nor all of the necessary qualifications to perform the work.*