



Indus Valley School of Art and Architecture

Job description/person specification

Job title	Faculty Member	Department/office	Communication Design
Job holder		Job code	
Job type	Permanent Faculty	Pay band	
Line manager	Head of the Department	Post-related allowances	

Job aim	Embrace the emerging roles of faculty members as facilitators and mentors of information and knowledge, and must demonstrate an ability to guide students in the integration, synthesizing, and utilization of such acquired knowledge and skills for use in various imaging-related and narrative disciplines, including filmmaking, animation, writing, designing, photography, social sciences, history and art history.		
Number of staff managed		As line manager	As counter signatory
Finances managed			

Duty and standards – measurable in terms of time, cost, quality or quantity. Please note this list is not to be regarded as exclusive.

1 Duty (40%)	Instructional Design
Standards	<ul style="list-style-type: none"> • proficiency in critical visual/narrative techniques commonly used in film, videogames, comics, advertising and graphic novels, such as storyboarding and character development and the ability to provide instruction in these areas. • Design classroom and other learning experiences that foster critical thinking, • advance problem-solving capabilities and challenge and enhance information literacy skills and creativity • Demonstrate the willingness and ability to learn and utilize a variety of instructional delivery methods to improve student learning including all current major digital presentation and information systems • Must also be willing and capable of demonstrating drawing and painting techniques from direct observation, to instruct in the use of all relevant software, to conduct effective lectures, discussions and critiques, • Be able to guide students in the use of the web, online and traditional libraries and other reading and research sources. • Should be able to provide guidance in advanced research procedures and prognostic techniques to aid students in working from both reference and from their imaginations. • should be able to disseminate application of entrepreneurial skills, to a comprehensive understanding of copyright and other laws pertaining to intellectual properties, and should include a current knowledge of billing practices, asset management, marketing and promotional procedures. • Proficient in the skills necessary to integrate across disciplinary domains, to maintain awareness of international affairs that relate to his or her areas of specialization

2 Duty (20%)	Related Administrative Work
Standards	<ul style="list-style-type: none"> • Providing formative and summative Assessment of taught courses • Organizing subject related field trips to expose students outside college environment • Monitoring students Time Management Skills and overall progress • Directing individual and group studies and practical or supervising independent study projects • Assisting in arrangements for presentations, crits & juries, briefs etc. • Timely organization of the class as per schedule. • Timely submission of grades to academic department. • Adhere to organizational policies and procedures as described in IVS Employee Handbook, Ethics Policy and elsewhere. • Also access your IVS e-mail regularly for notices, attending GSM and other staff meetings from time to time.
3 Duty (10%)	Organizational Development
Standards	<ul style="list-style-type: none"> • Fosters a climate of inclusion, where diverse thoughts are freely shared and integrated to develop plans and solutions that are best suited to circumstances • Understands and appreciates the origins and reasoning behind key policies, practices, and procedures, and is involved with their evolution • Contributes to the organization by participating on working committees and groups, policymaking, development of academic curricula etc.,
4 Duty (20%)	Professional Development And Practice
Standards	<ul style="list-style-type: none"> • Is personally committed to and actively works to continuously improve himself or herself; recognizes the need to change personal, interpersonal behavior; actively seeks feedback. • Is dedicated to continuous learning and self-improvement, and aggressively undertakes activities to enrich intellect, to build new skills, and to hone existing skills • Contributes to the enhancement of knowledge in his field of expertise by interactive demonstrations, exhibitions, writing in professional journals, publishing original work etc., • Dully acknowledge Indus Valley School of Art & Architecture in all your research initiatives and informing school with the proof of your research work.
5 Duty (10%)	Community Service
Standards	<ul style="list-style-type: none"> • Participates in Community development activities such as cultural, social, environmental and other community initiatives through active presentation and efforts. • Incorporates consideration of all classes, races, nationalities, cultures, disabilities, and genders into organizational policy and promotions • Culturally educates IVS community constituents and encourages cross-cultural interaction, both inside and outside the organization.

Submitted by	
Designation	Faculty
Date	
Agreed by	
Designation	Head of Department
Date	
Approved by	
Designation	
Date	