



# **JOB DESCRIPTION**

**Position Title:** Adjunct Instructor

**Department:** As assigned

**Reports to:** Appropriate Department Chair

**Salary Schedule:** L

**Check One:**  **Exempt** /  **Non-Exempt**

## **JOB SUMMARY:**

Provide competent classroom and laboratory instruction in the area of credentialed expertise. The instructor will adhere to the general and adjunct faculty guidelines as specified by the Calhoun Community College Personnel Handbook, the Vice President of Academic Affairs, and the Alabama Community College System policy.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following:

1. Provide competent classroom and laboratory instruction in the area of credentialed expertise.
2. Utilize a variety of instructional strategies in order to engage students.
3. Teach at the specified time and place, and in the specified format.
4. Evaluate the progress of students in all classes according to institutional, divisional, departmental, and individual criteria.
5. Assist in the development of discipline-specific student learning outcome objectives.
6. Assess student learning using multiple assessment strategies.
7. Analyze and interpret data relative to student learning and provide feedback to the institution and students for the purpose of improving and expanding student learning.
8. Collect, maintain, and submit accurate class records including grades, attendance rosters, absences, withdrawal, and/or class drop information to appropriate offices by the specified deadlines.
9. Prepare or assist in the preparation of materials used in academic administration when requested, including course syllabi.
10. Participate in school activities when possible.
11. Provide academic and career advice to students and promote student leadership and enrichment experiences.
12. Be prompt and punctual in reporting for work.
13. Inform the responsible Department Chair or Dean of any problems or concerns with classroom equipment or facilities.
14. Actively participate in tool retention and preservation of department assets where appropriate.
15. Perform all duties with professionalism.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MINIMUM EDUCATION and/or EXPERIENCE**

For academic courses: A minimum of a Master's degree with at least 18 graduate semester hours in the discipline from an accredited institution.

For technical courses: A minimum of an Associate degree from an accredited institution and three years of relevant technical work experience and relevant industry certifications.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

1. Documented evidence in the proficiency of use of current educational technologies in the classroom including word processing, spreadsheet, database, and/or presentation software.
2. Ability to conduct individual, small group, and classroom instruction.
3. Previous experience using WebCT, Blackboard, or other course management software, from an instructor standpoint.
4. Ability to learn new teaching pedagogy, and new software, as required.
5. An understanding of and commitment to the philosophy and mission of the community college system.
6. Ability to work independently and in a team environment.
7. Skill in establishing and maintaining effective working relations with co-workers, vendors, with diverse students, parents, the general public and others having business with the school.
8. Commitment to all students, including those of diverse ages, cultures, and ethnic backgrounds.
9. Successful problem solving skills.
10. Successful college teaching experience is preferred.
11. Willingness and desire to learn new things and apply that learning.
12. A positive attitude regardless of circumstances at hand.
13. Confidence in decision making and communication skills.
14. Documented successful experience teaching and developing web-based courses where appropriate.

### **PHYSICAL DEMANDS**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to stand or walk for extended periods of time. Employee must be able to work a variety of hours and schedules. The noise level in the work environment is usually moderate. Other physical demands are proximate to comparable professional positions in the public or private sector.

### **SALARY**

All positions are paid based on the current adjunct instructor salary schedule. Salary is based on credit and/or contact hours of the course, degree level of the instructor, and the specific field of instruction. For specific salary information, contact the appropriate dean or department chair.