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|  | **JOB DESCRIPTION** |
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**JOB TITLE:** AdjunctFaculty

**DEPARTMENT:** Various **FLSA:** Exempt

**LOCATION:** Various **LEVEL:**

**REPORTS TO:** Division Chairperson/Vice President, Instruction **DATE:** 7/1/2012

**POSITION SUMMARY:** Responsible for providing effective and quality learning experiences for East Central College students on a per semester basis. Adjunct faculty report to a division chairperson or chief academic officer and perform instruction-related duties and responsibilities in a timely manner and in accordance with the mission, policies and procedures of the college.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)* The adjunct teaching faculty member must meet one of the minimum qualifications for appointment:

Master's degree with a major in the subject field to be taught, or a master's degree in a related field with 18 graduate credit hours in the subject field to be taught; or

A minimum of a bachelor’s degree and directly related work experience in the career field to be taught and/or eligibility for vocational education certification by the Department of Elementary and Secondary Education of the State of Missouri.

**ESSENTIAL TASKS:** *Employee must be able to perform the following functions to the satisfaction of the employee’s supervisor.*

* Teach courses as scheduled each academic semester. Teaching may include lecture, laboratory classes, clinical, or other types of courses as arranged.
* With the assistance of the Division Chair and the Vice President of Instruction, select, prepare and maintain current curriculum, course outlines and printed and non-printed instructional materials.
* Provide instructional support to the students by meeting with them outside of class if asked; refer students, when appropriate, to sources of specialized services within the College.
* Participate, when appropriate, in schedule building, equipment and material orders, report preparation, and the formation and meetings of program advisory boards.
* Maintain office/discipline/grade/division records as required by the College. Submit copies of all student records including grades, to the appropriate division chair or the chief academic officer at the end of each semester.
* Assist in developing and administering discipline-appropriate measures of student academic achievement; use departmental testing instruments as provided. Administer other instruments designed to measure student learning outcomes as requested and required by the department. Provide all results as requested.
* Conduct all classes in accordance with an established and current course syllabus and approved textbook (and/or related instructional material). Meet all classes for the scheduled time.
* Submit a two week no show roster to the Registrar in a timely manner.
* Submit all grades (mid/deficient/final) electronically via eCentral prior to the required deadlines; provide the Registrar appropriate grade records.
* Submit any and all other college materials to the division chairperson’s office at the end of the semester.
* Submit an electronic copy of each course syllabus to the Office of Instruction via the syllabus management tool as instructed.
* Submit a signed semester assignment sheet to the Office of Instruction.
* Use the appropriate College policies and procedures to resolve and document student complaints, concerns and problems.
* Maintain a high level of professional ethics.
* Participate in adjunct faculty workshops, orientations and other trainings as required.
* Ensure ADA compliance within classes assigned.
* Perform other duties as assigned by the Vice President of Instruction or Division Chair.

**COMMUNICATION SKILLS:** Well-developed public speaking and presentation skills to effectively present materials to individual students or groups; well-developed written communication skills; ability to communicate effectively in a tactful and courteous manner with a variety of people, including students, employees, faculty, and the general public; ability to communicate effectively verbally and written to work with a diverse workforce and student population to prioritize and delegate projects, exchange ideas, information and opinions effectively with others to formulate policies and programs and/or arrive at decisions, conclusions or solutions; ability to establish and maintain effective working relationships with faculty, staff, other departments, students, and the public; ability to manage interpersonal conflict situations requiring tact, diplomacy and discretion.

**DECISION-MAKING and ANALYTICAL SKILLS:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to interpret policy and establish methods and procedures for ability to perform all essential functions using safe work methods and following safety regulations relating to job; ability to organize and express ideas, directions, and data in a logical sequence to describe a process, or explain procedures such as how to perform a task to someone else.

**KNOWLEDGE, SKILLS AND ABILITIES:**

* **College:** Knowledge of college policies, procedures, and practices; ability to accurately perform mathematical calculations; ability to apply common sense understanding to carry out instructions furnished in written, oral, and diagram form; ability to perform all essential functions using safe work methods and following safety regulations relating to job; knowledge of the Family Educational Rights and Privacy Act (FERPA).
* **Department/Divisional:** Knowledge of Instructional policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations; ability to solve issues and work with diverse population, work with large crowds; ability to read and interpret instructional documents.

**EQUIPMENT AND SOFTWARE:** Current information technology used by the college and department/division, including but not limited to, Microsoft Office, Outlook, Datatel, ImageNow, etc; Ability to use standard office equipment such as computers, telephones, calculators, and copy machines; ability to use Smartboards; distance learning applications; Moodle; eCentral.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

**Environment:** Work is performed primarily in a standard classroom setting; position may require flexible schedule to work evenings.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**POSITIONS SUPERVISED:** None

**SIGNATURES:** I have read and reviewed the above job description with my immediate supervisor. This job description has been designed to indicate the general nature and level of work performed. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required for the job.

Employee Signature/Date Supervisor Signature/Date

**NOTICE OF NON-DISCRIMINATION:**  *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status.*