

**JOB TITLE:** Adjunct Faculty/Lab Site Coordinator Respiratory Care

**DEPARTMENT:** Respiratory Care

**LOCATION:** Columbia

**REPORTS TO:** Director of Respiratory Care / Dean of Health Sciences and/or  
Vice President of Academic Affairs

**FLSA:** Exempt

**LEVEL:**

**DATE:** 3/7/25

**POSITION SUMMARY:** Adjunct faculty are responsible for providing effective learning strategies and experiences in the classroom and laboratory for students with diverse interests, abilities and expectations on a per semester basis. Teaching and training duties shall be performed under the direct supervision of the CAO but may be delegated to the Division Chairperson. Lab Site Coordinator duties include being responsible for ensuring that the educational experiences of students at the off campus site are equivalent to those of the main campus program students.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** *(A comparable amount of training, education or experience may be substituted for the minimum qualifications.)*

Minimum of an associate's degree is required; a bachelor's or master's degree is preferred plus four (4) year's work experience as a Registered Respiratory Therapist with at least two (2) years in clinical respiratory care. Must hold a valid Registered Respiratory Therapy (RRT) credential and current unencumbered state license; community college teaching experience is preferred.

**ESSENTIAL TASKS:** *Faculty must be able to perform the following functions*

**A. Instruction**

- 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 core faculty, Division Chairperson and the Vice President of Instruction, participate in developing course and/or program curriculum, standards and policies.
- Develop course curriculum, handouts, lectures, labs, and presentation and maintain course outlines / syllabi and printed and non-printed instructional materials.
- Conduct all classes in accordance with an established and current course syllabus, submitted following established guidelines each semester, and approved textbook (and/or related instructional material).
- Use current technology to enhance instructional and institutional effectiveness including but not limited to computers, computer-assisted instruction programs, and audio-visual equipment and in addition be willing to learn and apply any other new technology necessary to enhance learning.
- Utilize current College and/or department information technology.
- Participate in textbook adoption and review as appropriate.
- Schedule, supervise, debrief and evaluate students in clinical, internships, observations, field experiences or other similar settings as appropriate for the course or program.
- Participate in course and/or program level assessment including development of learning outcomes and measures, evaluating student performance and recommending improvement measures.
- Maintain student/attendance/grade/discipline records as required by the College; keep appropriate course/department/program/division records, as required by the College.
- Use the appropriate College policies and procedures to resolve and document student complaints, concerns and problems.
- Knowledge of instructional policies and procedures
- Ability to communicate and facilitate learning effectively and work collaboratively with students, staff, and colleagues.
- Ensure that the educational experiences of students at the off-campus site are equivalent to those of the main campus program students.

**B. Service to the College**

- Knowledge of College instructional policies and procedures
- Maintain weekly office hours as required for the purpose of assisting and mentoring students.
- Mentor students: refer students, when appropriate, to specialized resource services within the College.
- Participate in adjunct faculty workshops, orientations and other trainings as required.
- Submit all student grades prior to the required deadlines; provide the Registrar appropriate grade records if needed.
- Submit any and all other college materials to the division chairperson's office at the end of the semester.
- Comply with the Americans with Disabilities Act (ADA).
- Comply with the Family Educational Rights and Privacy Act (FERPA)
- Maintain a high level of professional ethics with the ability to interact effectively with diverse student and co-worker populations.
- Maintain ongoing communication with the Program Director and Director of Clinical Education.

### **C. Faculty Development**

- Participate in the summative and formative faculty evaluation process.
- Remain current in academic and / or program discipline, including maintaining licensure, certification or continuing education requirements as appropriate.
- Participate in training to remain current in technological or pedagogical advances to promote student learning.
- Participate in college sponsored professional development activities related to your discipline or teaching as appropriate.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:** *The conditions herein are representative of those that must be met by an employee to successfully perform the essential tasks using safe work methods and following safety regulations relating to the job or within reasonable accommodations.*

**Environment:** Work is performed primarily in a classroom or laboratory setting with some interruptions and distractions; the employee may be required to work or meet in the evenings and/or on weekends.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom or laboratory setting; to stand or sit for prolonged periods of time up to five consecutive hours; and to lift, carry, push, and/or pull up to 10 lbs.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.

I have read and reviewed the job description, and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee 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. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*