

Seward County Community College
Structured Compensation - Job Description
Adjunct Instructor

Data Year: 2018

Prepared On: 09/07/2018

Department:	Academic Affairs	Grade:	
Reports To:	Dean of Division	Classification:	Exempt
Supervises Direct:	0	Supervises Indirect:	0
Approved By:	Dr T Carter	Effective Date:	07/01/2018
		Revised Date:	09/07/2018

Role:

The Faculty member will actively engage a culturally diverse student body in the learning process through the use of effective teachings strategies to ensure quality instruction. The faculty will collect, document and analyze assessment techniques in order to achieve course, program and institutional learning outcomes. The faculty willingly participates in a non-instructional activities to include but not limited to quality academic advising, student recruitment, campus committee participation and professional and community service.

Essential Functions & Responsibilities:

- E 75% Provide quality instruction through effective teaching strategies.
- E 15% Participate in institutional assessment and accreditation activities.
- E 10% Demonstrate a commitment to the college expectations of the role of a college student at Seward County Community College.

Performance Measurements:

1. Provide quality instruction to students in assigned courses through effective teaching strategies which include establishing mutual respect; communicating clear expectations; engaging students and providing appropriate academic challenge, adapting instruction to student needs; fairly assessing student learning and preparing students to be lifelong learners.
2. Provides timely feedback to students in attaining courses goals and objectives.
3. Develops, utilizes, and analyzes, a variety of assessment tools to validate course, program, and institutional outcomes.
4. Provides quality academic advisement with regard to pre-requisites, program requirements, graduation, and/or transfer requirements.
5. Develops respectful relationship with students to better understand their academic and non-academic needs.
6. Establishes course policies, outcomes and expectations.
7. Maintains current course information as well as maintaining student course records.
8. Demonstrates commitment to lifelong learning by remaining current in the field of study through professional development activities.
9. Assists Dean in academic division activities as requested.
10. Abides by institutional policies, guidelines, and procedures.
11. Exhibits integrity, honesty, professionalism, and strong work ethic.

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12. Incorporates a variety of instructional techniques and technology to actively engage students in the learning process.

Knowledge and Skills:

Experience	Two to five years similar or related experience in community college instruction, curriculum development and assessment.
Education	Faculty teaching Education courses or non-occupational courses: A Master's degree or higher in teaching discipline or subfield or a Bachelor's degree or higher but with a minimum of 18 completed graduate credits hours on specific teaching discipline. Faculty teaching career and technical courses: a Bachelor's degree in teaching field or Associate's degree in occupational program with a combination of education, training, and tested experience to equal 4000 working hours.
Interpersonal Skills	Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information.
Other Skills	Skills: Proficiency in computer applications. Excellent written, oral and interpersonal communication. Possess the ability to maintain confidential information. Possess critical thinking skills. Possess skills in using Microsoft Office applications. Ability to: Possess a level of trust and diplomacy as well as normal courtesy and tact. Possess the ability to work cooperatively and effectively with diverse individuals. Encourage a high standard of ethical conduct among colleagues.
Physical Requirements	Physical requirements are base on a 8 hour work day and may vary according to course load: Sitting for a period of 1 hour at one time with a total of 2 hours Standing for a period of 1 hour at one time with a total of 5 hours Walking for a period of 30 min at one time with a total of 1 hour Lifting up to 5 lbs. frequently and up to 25 lbs. for short distances occasionally Carrying up to 10 lbs. frequently and up to 25 lbs. for short distances occasionally Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling Use both feet for repetitive movements as in operational functions Bending, squatting, crawling, climbing and reaching above should level occasionally Keyboarding up to 2 hours daily

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Exposure to changes in temperature, moving machinery, dust, fumes, gases in some courses.

Work Environment Employee normally will be exposed to typical office and classroom conditions. Some travel may be required.

Disclaimer:

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

This Job Description is not a complete statement of all duties and responsibilities comprising the position.

Printed Employee Name

Date

Employee Signature