JOB DESCRIPTION

Human Growth and Development Adjunct Instructor

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<th>Division:</th>
<th>Instructional</th>
<th>Department:</th>
<th>General Education</th>
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<td>Classification:</td>
<td>Faculty</td>
<td>Pay Grade:</td>
<td>Adjunct Salary</td>
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<td>Accountability:</td>
<td>Vice President of Academic Affairs</td>
<td>FLSA Status:</td>
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JOB SUMMARY

Adjunct instructors work collaboratively with other faculty within the College and their discipline to ensure that key concepts of the specific discipline are addressed. Teaching assignments may vary depending on the specific qualifications and expertise of the individual. The Instructor will be responsible for providing students with a complete syllabus containing course outcomes and competencies; presenting enthusiastic, well prepared, organized, and clear lectures and classroom activities consistent with the course syllabus; continually promoting the development and effective use of skills in areas such as critical and analytical thinking, evaluation, communication, computation, problem solving, and decision-making; providing the student with timely information and feedback on his/her academic progress relative to quizzes, tests, homework, and projects; maintaining accurate, up-to-date records of student academic performance; and possessing a thorough knowledge and understanding of all college policies.

MINIMUM QUALIFICATIONS

1. Bachelor’s degree with at least 18 graduate credit hours of discipline-specific course work.
2. Two years of teaching experience; extensive training experience in industry will be considered in lieu of teaching experience.
4. Experience in working with a Learning Management System.
5. Strong communication, organizational, and technical skills required.
6. Strong organizational skills.
7. Effective oral and written communication skills.
8. Ability to interact effectively and professionally with students, staff, and faculty.
9. Display a student-centered approach.
10. Willingness to reinforce all lecture lessons with hands-on experiences when resources permit.
11. Willingness to expand program to meet regional needs.
12. Consistently demonstrate the highest levels of integrity and professionalism.
13. Able to stand for extended time; ability to life 50 pounds.
PREFERRED QUALIFICATIONS

1. Master’s degree in discipline area.
2. Post-secondary teaching experience in content area.
3. Technical background
4. Online teaching experience.

LENGTH OF CONTRACT: Per semester

TERMS OF EMPLOYMENT: Adjunct faculty are hired on a semester-by-semester basis.

GENERAL STATEMENT OF FUNCTION: Teach individual courses as assigned

PERFORMANCE RESPONSIBILITIES

Mastery of Subject Matter
- Demonstrate a thorough and accurate knowledge of the field or discipline
- Display an ability to interpret and evaluate theories in the field or discipline
- Connect subject matter with related fields
- Stay current in subject matter
- Maintain current certifications as appropriate

Teaching Performance
- Adhere to current approved departmental course outlines
- Plan and organize instruction in ways that maximize student learning
- Employ appropriate teaching and learning strategies, including appropriate technology when available
- Modify, where appropriate, instructional methods and strategies to meet diverse student needs
- Encourage the development of communication skills and higher order thinking skills through appropriate assignments
- Communicate subject matter to students
- Create a positive learning and teaching atmosphere
- Teach ethical work practices
- Maintain student discipline with policies and procedures
- Effectively use technology tools including, but not limited to, MATC Online, e-mail, MS Office, Internet

Evaluation of Student Learning
- Develop evaluation methods which fairly measure student progress toward objectives
- Evaluate and utilize student work to promote maximum learning
- Maintain accurate records of student progress
- Ensure courses meet current standards

Support of College Policies and Procedures
- Meet scheduled classes in accordance with college policy
• Prepare, distribute, and submit syllabi based on current approved department course outlines for all assigned sections in accordance with college policies
• Maintain confidentiality of student information
• Exercise stewardship of college facilities and materials
• Assist in curriculum development and textbook review/selection
• Assist in maintaining all lab equipment; leave room as you find it
• Maintain accurate grades, attendance, and other required paperwork

**Participation in College and Program Activities**
• Attend meetings and events as required by college administration
• Respond in a timely fashion to information requests and required reports from college and program administrators (e.g. last date of attendance report, rosters, grades, assessment data, all state/vocational reporting requests)
• Support both adjunct and full-time colleagues
• Document needed supplies and submit to program instructor
• Have students complete student surveys when requested in a timely manner
• Participate in lesson plan review and documentation

Perform other duties as assigned by the supervisor.

**EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the policy on evaluation of instructional staff, as established by the MATC Negotiated Agreement.


Text Updated: 5-28-2014