

Adjunct Faculty Job Description

ESSENTIAL FUNCTIONS

- Deliver each class to ensure an effective learning experience.
- Submit to the Division Chair/Academic Director a course plan for each course taught.
- Maintain a high level of competence and expertise in the teaching field or subject area
- Incorporate current teaching techniques, subject area developments, and current technology (if applicable) into the learning experience.
- Provide classroom instruction in accordance with approved course outlines.
- Inform students concerning course requirements, evaluation procedures, attendance requirements, and academic progress.
- Provide for effective evaluation of the learning experience of each student.
- Maintain necessary attendance, scholastic, and personnel records and submit them according to announced deadlines.
- Prepare and grade assignments, projects, and examinations as required in a timely manner.
- Demonstrate effective people skills, communication skills, and work ethics (i.e., preparation and punctuality).
- Demonstrate an understanding of and commitment to the mission and goals of the community college.
- Perform additional essential job functions that are unique to the instructor position and/or teaching field.
- Comply with all policies of the State Board of Education, the Alabama Community College System, and the College.

The intent of this job description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any particular position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

REQUIRED EDUCATION, EXPERIENCE, STANDARDS AND TRAINING

- Appropriate credentials for the teaching field as per SACS Criteria 3.7 Faculty and the Faculty Credentials "Guidelines" and Board Policy 605.02.