

**FORT SCOTT COMMUNITY COLLEGE**  
**Position Description**

**NAME:**

**JOB TITLE:** Adjunct Instructor

**DIVISION/DEPARTMENT:** Various

**RESPONSIBLE TO:** Dean of Instruction

**MONTHS PER YEAR:** 4 per semester      **HOURS PER WEEK:** 3-5 teaching + prep

**UPDATE:** 08-2012

**REQUIRED CREDENTIALS:**

- Master's Degree with at least 18 graduate hours in subject area
- Extensive knowledge in subject area
- Excellent oral and written communication skills
- Demonstrated ability to work closely with others

**PREFERRED CREDENTIALS:**

- Teaching experience, preferably in a community college setting, preferred
- Knowledge of classroom technology preferred

**JOB PURPOSE:**

- Teach a limited number of classes (one to three classes); this is a part-time position.

**DUTIES AND RESPONSIBILITIES:**

- Teach 3 to 5 hours per week
- Develop, and distribute to students on the first day, a syllabus based on the required elements identified by the department and FSCC
- Prepare thoroughly for all classes
- Grade papers, tests, and projects in a timely manner; keep students updated on their progress
- Report grades, roster changes, attendance, and student progress using Campus Connect, and where possible Blackboard
- Attend in-service as encouraged by the College
- Other duties related to the teaching of the specific course

Salary: \$400/credit hour (usually \$1200 per semester)

Reviewed by Supervisor: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

All job descriptions are subject to revision based on changing needs of the college.