

FORT SCOTT COMMUNITY COLLEGE
Position Description

NAME:

JOB TITLE: Adjunct Instructor

DIVISION/DEPARTMENT: Instruction

RESPONSIBLE TO: Dean of Instruction

MONTHS PER YEAR: 4 **HOURS PER WEEK:** 3-5 teaching + prep **UPDATE:** 06-2016

REQUIRED CREDENTIALS:

- Master's Degree with at least 18 graduate hours in the 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

Reviewed by Supervisor: _____
Signature

Date

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