

JOB DESCRIPTION

TITLE: Instructor, Adjunct

JOB DESCRIPTION: Under general supervision, perform classroom instruction for credited technical/occupational courses at a technical college. Develop course syllabi, lesson plans, and presentation materials. Evaluate students' progress in attaining goals and objectives. Ensure safety and security requirements are met in the training area.

QUALIFICATIONS: As defined by the currently approved terms and conditions for employment of the State Board of Technical and Adult Education

REPORTS TO: Program Chair or Department Head

JOB GOALS: To provide quality instructional activities in line with the TCSG standards and guidelines.

PERFORMANCE RESPONSIBILITIES:

1. Course Planning: Develop instructional materials needed to provide students with the opportunity to develop appropriate skills, technical knowledge, and the ability to interpret and use the knowledge in successful and gainful employment. These materials should include:
 - A. Formal instructional plans (lesson plans/flow chart)
 - B. Measurable student objectives.
 - C. Course organizational plan.
 - D. Valid course content.
 - E. Supplementary instructional materials.
2. Instruction: Provide the valid up-to-date instruction needed to prepare students for employment or upgrading in the occupation, including:
 - A. Efficient use of class time.
 - B. Maintaining discipline.
 - C. Effective rapport with students.
 - D. Organized instructional presentations.
 - E. Appropriate teaching methods, materials, and learning opportunities.
 - F. Motivating students.
 - G. Problem solving/troubleshooting instruction.
 - H. Providing for individual differences.
 - I. Providing employability skills training.
3. Student Evaluation: Maintain an equitable system of student evaluation based on sound practices and the standards of the occupation including:
 - A. Procedures for monitoring progress.
 - B. Evaluation instruments.
 - C. Reporting student grades.
4. Professional/Personal Department: Project an appropriate professional image by:
 - A. Regular attendance and punctuality.
 - B. Professionalism and ethical conduct.
 - C. Enforcement of school rules.
 - D. Compliance with school rules
 - E. Participation in staff development activities (optional).

Assigned Duties: Perform other related duties as assigned by the program chair or department head.

TERMS OF EMPLOYMENT: Semester Contract Renewal