INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Automotive Technology

LOCATION: Main Campus – Fort Pierce, Martin County High School

SUPERVISOR: Donna Rivett, Associate Dean of Industrial Education

VICE PRESIDENT: Alan Roberts, Ed.D., Vice President, Applied Science and Technology

CLASSIFICATION: Part Time Faculty

SUPERVISORY: No

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:
The qualifications and skill requirements for this position include:

- A minimum of five years of Automotive Technician experience;
- An A.S. degree from an accredited institution and ASE Certifications are preferred;
- Thorough knowledge of automotive air conditioning systems;
- Thorough knowledge of automotive electrical systems;
- Thorough knowledge of steering and suspension systems;
- Thorough knowledge of brake systems;
- Thorough knowledge of transmissions and transaxles;
- Some computer skills or willingness to learn.
- All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:
The essential job functions and responsibilities for this position include, but are not limited to:

- Teaching automotive classes, either beginning or intermediate;
- Maintaining control of inventory and tools;
- Maintaining student competency records;
- Assisting in maintenance of clean and safe automotive laboratory.

SPECIFIC DUTIES AND RESPONSIBILITIES:
The specific duties and responsibilities for this position include, but are not limited to:

1. Teaching Automotive Technology classes;
2. Teaching either clock hour (PSAV) vocational classes or credit (PSV) classes;
3. Maintaining competency records of students in classes assigned;
4. Willingness to modify and improve lesson plans of classes assigned;
5. Justifying and reporting grades of students in classes assigned;
6. Communicating on progress of the program with the division Dean on a regular basis;
7. Attending the required adjunct faculty seminar on an annual basis.
ESSENTIAL PHYSICAL SKILLS:

This position requires bending, squatting and the ability to lift and carry a minimum of 50 pounds in addition to standing or sitting for extended periods of time. The ability to present oral lectures and demonstrations is required. Manual dexterity to complete automotive repair and maintenance procedures is required. IRSC expects its employees to follow proper safety standards while employed by the College.

Administrator’s Signature ___________________ Vice President’s Signature ___________________ Date ____________

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name ___________________ Applicant/Employee Signature ___________________ Date ____________