INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: Child Care Statewide Training

LOCATION: Campus as Assigned

SUPERVISOR: Donna Rivett, Associate Dean of Industrial Education

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

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications for this position include:

- An AS Degree in Early Childhood Education;
- At least two (2) years teaching experience as a lead teacher in an early childhood classroom, birth to 5 years old;
- The Candidate for this position must have passed the DCF competency tests in all modules which they desire to instruct;
- Strong teaching skills including preparing lectures and course materials and grading class work presented;
- All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The responsibilities for this position include, but are not limited to:

- Effective classroom performance, including accurate completion of student files, records, log books, and grades for IRSC and appropriate certification agencies;
- Instructing assigned classes and meeting classes on time and being properly prepared;
- Grading all quizzes, tests, presentations, and written assignments; assigning final grades;
- Availability to meet with students on an as needed basis;
- Maintaining a safe and effective classroom environment;
- Participating in department, division, and general adjunct faculty meetings;
- Completing other duties and responsibilities as assigned.
SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Perform instructional duties as assigned by the Vice President of the area, Division Dean and Department Chairman, and to pursue the improvement of the instructional program.
2. Is responsible to the Division Dean for effective classroom performance, including accurate completion and timely submission of final grades.
3. Reinforces writing skills throughout the curriculum by assigning written work (i.e., papers, essays, examinations, etc.) whenever possible and appropriate.
4. Is responsible to the appropriate Division Dean for the continued development of his/her own scholarship.
5. Meet classes on time and to be properly prepared, and to notify the appropriate Division Dean when ill or unable to meet such classes.

ESSENTIAL PHYSICAL SKILLS:

This position requires an ability to sit and stand for extended periods of time and to present oral lectures/demonstrations, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of twenty-five (25) pounds. Some lifting of computer and electronic equipment may be required. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

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/set of application materials.

Applicant/Employee Printed Name  Applicant/Employee Signature  Date