POSITION TITLE: Adjunct Instructor

DISCIPLINE: Culinary Arts

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, knowledge, and skill requirements for this position include:

- Must be a Culinary School Graduate or possess equivalent Culinary Training;
- Proven knowledge and experience in classroom instruction in the assigned discipline;
- Ability to recognize and respond to the individual differences of students from a culturally diverse student population and a willingness to make students active partners in the teaching/learning process;
- A.C.F. Certification and two to five years teaching experience in the community college or other post-secondary institution are preferred.
- 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:

- Effective classroom performance, including accurate completion of student files, records, log books, and grades for IRSC and appropriate certification agencies;
- Assuming day or night teaching on/off campus;
- Meeting classes on time and being properly prepared.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Responsible to the Division Dean for effective classroom performance, including accurate completion and timely submission of final grades.
2. Performing instructional duties as assigned by the Vice President of the area, Division Dean and Department Chairman;
3. Reinforcing writing skills throughout the curriculum by assigning written work (i.e., papers, essays, examinations, etc.) whenever possible and appropriate.
4. Responsible to the Division Dean for the continued development of his/her own scholarship.
SPECIFIC DUTIES AND RESPONSIBILITIES (Cont.):

5. Meeting classes on time and to be properly prepared, and to notify the appropriate Division Dean when ill or unable to meet such classes.
6. Completing student advisement, classroom and lab instruction, and on the job site visitation;
7. Performing formal food demonstrations and instruction, outreach activities to maintain enrollment, and catering activities with apprentices for job experience and community networking.
8. Integrating technology into instructional presentations as appropriate.
9. Addressing the varying learning styles of students in order to facilitate learning.
10. Responsible as a member of the Indian River State College faculty and demonstrates professional behavior at all times, always maintaining high ethical and moral standards.
11. Responsible for proper student conduct and behavior in the classroom and, at all other times, when professionally involved with students.
12. Consistently display professional behavior toward all students, colleagues, supervisors, and the College community at large.
13. Completing other duties and responsibilities as may be assigned by supervisors.

ESSENTIAL PHYSICAL SKILLS:

The physical skills would include the ability to stand or sit for extended periods of time and to present oral lectures/demonstrations. This position will require lifting of 40 – 50 pounds. 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/or set of application materials.

Applicant/Employee Printed Name  Applicant/Employee Signature  Date