INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

I. DISCIPLINE: Adjunct Instructor
II. DISCIPLINE: English as a Second Language
III. LOCATION: Campus as Assigned
IV. SUPERVISOR: Anthony Iacono, Ph.D., Associate Dean of Developmental Education
V. VICE PRESIDENT: Henri Sue Bynum, Ph.D., Vice President of Academic Affairs
VI. CLASSIFICATION: Part Time Faculty  CLASS: N/A
VII. SUPERVISORY: No  FUNDING: I
VIII. FLSA STATUS: Exempt

A. QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include a Bachelors degree from a regionally accredited institution in English, Communications, or Languages with experience in teaching English as a Second Language preferred. Other Bachelors degrees considered with coursework and or extensive experience in multicultural education. This position prefers a minimum of two years experience with LEP (Limited English Proficient) students and an understanding of Adult Education or English as a Second Language. All instructors must meet the appropriate credentialing requirements for the Southern Association of Colleges and Schools (SACS).

B. ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to: classroom instruction of English as a Second Language to students with varying degrees of English language proficiency and literacy development; assisting students in language laboratory, including assisting students on computers; student registration; and testing, preparing, instructing and grading all class coursework; assigning final grades; and maintaining regularly scheduled office hours to meet with students.

C. SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to: instructing assigned classes; grading all quizzes, tests, and written assignments; assigning final grades and delivering grades and grade justification sheets; maintaining regularly scheduled office hours to meet with students; maintaining a safe and effective classroom environment; participating in department, division, and general adjunct faculty meetings; and completing other duties and responsibilities as assigned.
D. 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.

__________________________________________
Administrator’s Signature

__________________________________________
Vice President’s Signature

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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

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Date