INDIAN RIVER STATE COLLEGE
ADJUNCT FACULTY POSITION DESCRIPTION

POSITION TITLE: Adjunct Instructor

DISCIPLINE: College Preparatory – English/Reading/Mathematics

LOCATION: Campus as Assigned

SUPERVISOR: Marta Cronin, Ed.D., Assistant Dean of the School of Education

VICE PRESIDENT: Anthony Iacono, Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Part Time Faculty

CLASS: N/A

SUPERVISORY: No

FUNDING: I

FLSA STATUS: Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

• A Bachelor's degree from a regionally accredited institution directly related to the teaching assignment -- English, Mathematics, Reading;
• Either teaching experiences in the discipline or graduate training in developmental or remedial education.
• The ability to recognize and respond to the individual differences of students from a culturally diverse student population;
• A willingness to make students active partners in the teaching and or learning process are also required.
• 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:

• Preparing, instructing and grading all class coursework;
• Assigning final grades;
• Maintaining regularly scheduled office hours to meet with students.
• This position may include providing assistance in the ASC.

SPECIFIC DUTIES AND RESPONSIBILITIES:

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

1. Instructing assigned classes;
2. Grading all quizzes, tests, and written assignments;
3. Assigning final grades and delivering grades and grade justification sheets;
4. Maintaining regularly scheduled office hours to meet with students;
5. Maintaining a safe and effective classroom environment;
6. Participating in department, division, and general adjunct faculty meetings;
7. Completing other duties and responsibilities as assigned.
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 position 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