



Job Description – Adjunct Teacher

Department: Administration

Job Status: Part- time

FLSA Status: Non Exempt

Reports To: Campus Principal

Work Days: 177

POSITION SUMMARY

The adjunct professor is responsible for selecting and compiling tests, assignments and/or online discussion exercises that permit measurement of performance relative to standardized TEKS learning objectives. Coordinate courseware and curriculum with campus principal.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

- Report to work in a timely manner as per assigned work schedule

DUTIES AND RESPONSIBILITIES

- Teaching secondary students in a specific field of expertise
- Developing and managing the class syllabus and ensuring that the syllabus meets department and TEKS standards
- Planning and creating lectures, in-class discussions and assignments
- Grading assigned papers, quizzes and exams

- Assessing grades for students based on participation, performance in class, assignments and examinations
- Collaborating with colleagues on course curriculum
- Advising students on how to be successful in class
- Staying updated on innovations and changes within their course field
- Develop and manage syllabus materials.
- The adjunct teacher is responsible for reviewing any textbook and other courseware changes with the academic department chair and other full-time faculty teaching the course.
- Facilitate Class Instruction.
- The adjunct teacher is responsible for teaching the assigned class in accordance with learning objectives and session plan outlines specified by the TEKS.
- Evaluate Student Performance.
- The adjunct teacher is expected to administer evaluations of student performance based on course deliverables and course rubrics.
- Respond Promptly to Grade Determination. The adjunct teacher should submit grades for any assignments, discussion board exercises, and exams and course completion.
- Support campus initiatives, academic competitions and activities

Other Duties

- Other duties as assigned by Campus Principal

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Analytical Skills - Ability to use thinking and reasoning to solve a problem.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Autonomy - Ability to work independently with minimal supervision.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.

- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Conflict Resolution - Ability to deal with others in an antagonistic situation.
- Creative - Ability to think in such a way as to produce a new concept or idea.
- Decision Making - Ability to make critical decisions while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Empathetic - Ability to appreciate and be sensitive to the feelings of others.
- Ethical - Ability to demonstrate conducts conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Judgment - The ability to formulate a sound decision using the available information.
- Leadership - Ability to influence others to perform their jobs effectively and to be responsible for making decisions.
- Motivation - Ability to inspire oneself and others to reach a goal and/or perform to the best of their ability.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Persuasive - Ability to influence others to change position or to adopt a specific point of view.
- Presentation Skills - Ability to effectively present information publicly.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

- Working Under Pressure - Ability to complete assigned tasks under stressful situations.
- Ability to teach ample real-world experiences

Education: Master’s Degree Preferred

Experience:

- Minimum three (3) years’ experience in Title 1 school district
- Minimum three (3) years teaching experience

Certificates & Licenses

- Applicant must have a valid a teacher certificate or must be in the process of acquiring such certification.

Other requirements:

Hours worked not to exceed 40 hours weekly

Must have satisfactory outcome of background and fingerprinting check, prior to employment.

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

Classroom environment in a controlled atmosphere building

Approval Signature: _____ Date: _____

Employee Signature: _____ Date: _____

Job Code:

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.