| **Date** | **Position #** | **Position Title** | **Reports To:** |
| --- | --- | --- | --- |
| 9/27/2023 | PFGSGJ | Adjunct Instructor – Job Training Center | FA9831 |

|  | | For HR Use Only | | |
| --- | --- | --- | --- | --- |
| Division | Department | Pay Table/Level/Grade | soc code | employment code |
| Community Education and Workforce Development | Job Training Center | Pay Based on PT Faculty Schedule | 25-1000 | 6 - Part Time |

# Status: Please select the appropriate boxes that apply.

| **Regular/Continuing:** | **Bargaining Unit:**  MAHE | **Non-Bargaining:** | **Provisional/Grant Funded:** | **Temporary/Limited Duration:** |
| --- | --- | --- | --- | --- |

| **Individual Position:** | **Full-Time (40 hrs/wk):** | **Part-Time:**  Up to 25 Hrs/Week | **Pooled Position:** | Click or tap here to enter text. **# of Employees if this position is pooled.** |
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| **JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC. |
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| The Job Training Center is continually seeking Adjunct Faculty to develop and teach non-credit courses offered intermittently through the Community Education and Workforce Development Division (CEWD). **This position is offered on an upon demand and on call/as needed basis.** These intermittently offered courses provide career focused open enrollment opportunities to support workforce development. This position is working an on-call schedule, at Downtown, West Campus, East and Livingston County Extension Centers, online, or, offsite locations as needed. The CEWD Division is seeking Adjunct Faculty with teaching/training and/or work experience in areas such as (but not limited to);   * Payroll * Accounting * Bookkeeping * Internal Auditing * Accounts Receivable and Payable   **Part-time Teaching Faculty Assignments/Workload**  Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits:  a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and  b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours.  c. Increases in workload will not change the part-time status of bargaining unit members.  P**rofessional Activities and Duties**  In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc., provided their workload does not regularly exceed the nominal equivalent of twenty-eight (28) clock hours per week or 1456 clock hours in an academic year.  Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.  **General Adjunct Instructor Requirements:**   * Curriculum planning and development for short-term job training courses. * Delivery of in-person instruction. * Provides comprehensive lectures with PowerPoint, charts, equipment and work area; leads labs to deepen concepts and apply practical knowledge; and reviews for quizzes. Assign homework as needed. Assign grades. |

| **Direct Reports:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised). |
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| N/A |

| **Essential Duties and Responsibilities:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grand fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions. |
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| **%** | **NO.** | **Essential Duties and Responsibilities** |
| --- | --- | --- |
| 35% | 1 | Develop course content consistent with official course syllabi.  Provide learning methods, hands-on labs, assignments, and quizzes in advance of start of course. |
| 35% | 2 | Delivery of in-person instruction as outlined in syllabi, including assisting and advising students outside of class, as needed. |
| 20% | 3 | Grading of course work, labs, and quizzes. Assess student learning with evaluation methods consistent with official course syllabi, including practice exams for related credentials. |
| 10% | 5 | Assist administrators with conducting market research, provide business analysis as needed, and additional program-specific duties as assigned. |

| **Core Competencies:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable. |
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| Knowledge   * Knowledge of LCC instructional software systems * Knowledge of instructional procedures and processes   Communication   * Mediation and conflict resolution skills * Effective interpersonal communication skills * Ability to interpret and translate information and communicate it to others * Ability to communicate effectively verbally and in writing * Ability to coordinate groups and work in a team environment   Problem Solving   * Ability to analyze data to develop new techniques and processes * Ability to evaluate program needs and formulate solutions that can be implemented within college systems * Ability to find creative solutions   Leadership   * Model concepts of customer service * Model ethical and professional behavior * Ability to work effectively with a diverse population of students and colleagues |

| **educational/experience requirements:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job. |
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| Faculty develop course content consistent with official course syllabi, deliver course instruction to students, assist and advise students outside of class, and assess student learning. Conduct business needs assessment/analysis and provide business consultation. Adjunct faculty work collaboratively with senior department faculty and administrators, attend department/program meetings, and participate in professional development activities. Faculty demonstrate a commitment to diversity, student success, a team-based environment, continuous improvement, and the community college philosophy.  Required:   * Bachelor’s Degree in a major related to the subject area being taught OR equivalent combination of educationand/or workexperience, such as licenses, industry certifications, and work experience in areas relevant to the subject area being taught   Preferred:   * Three years of instructional teaching and/or corporate training experience. * Teaching and/or corporate training experience in a K-12, college, workplace training, or apprenticeship program. * Experience using educational technology or other technology relevant to the discipline. |

| **Physical and mental requirements:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position’s functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

| **work environment:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. |
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| Go to the ADA Checklist |

# SIGNATURES

**Supervisor’s Name:** Joan Stephens **Supervisor’s Signature:** \_\_\_Joan Stephens\_\_\_\_\_\_\_ **Date:** 9/19/2023

**Dean/ELT’s Name:** Bo Garcia **Dean/ELT’s Signature:** Bo Garcia **Date:** \_9/19/2023

**HR Rep:** Sydney Glasscoe **HR Rep Signature:** \_Sydney Glasscoe\_\_\_\_\_\_ **Date:** \_11/15/2023\_\_\_

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** (*The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to eh essential job duties for the attached job description.)*

**Position #:** PFGSGJ **Date:** **11/7/2023 Supervisor’s Position #:** FA9831

## **Materials Used:**

Computer keyboard, mouse, screen

Various software

Telephone, cell phone, mobile device

Paper and pencil/pen

Projector or other audiovisual equipment

Copier, scanner, fax

Carpentry equipment

Electrical equipment

Plumbing equipment

Other: Various manufacturing equipment as required by instructional topic

## **Mental Functions:**

Comparing (compare/contrast data, people, other data)

Synthesizing (combine data, concepts, interpretations)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, other data)

Copying (entering, posting, transcribing data)

Analyzing (examining, testing data, presenting alternatives)

## **Audio/Visual/Aural Functions:**

Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference)

Near acuity (at 20 inches or less when accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up/down and right/left)

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## **Movement, Strength, Repetition Functions:**

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## **Environmental Conditions**

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Confined/restricted spaces

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)

Vibrations

Extreme noises