



# Laredo Community College

An Equal Opportunity Institution • West End Washington Street • Laredo, TX 78040-4395

## POSITION JOB DESCRIPTION

**POSITION TITLE:**..... Applied Accounting Instructor - Adjunct

**DEPARTMENT:** ..... Business & Management

**PERSONNEL GROUP:** ..... Adjunct Faculty

**POSITION GRADE:**..... \_\_\_\_\_

**POSITION STEP:** ..... \_\_\_\_\_

**EMPLOYEE NAME:** ..... \_\_\_\_\_

**POSITION REPORTS TO:** ..... Business & Management Chairperson

**REVISION APPROVED BY:**..... Roxanne Vedia - Dean of Workforce  
(Minimum approval level: Departmental Supervisor and Above)

**REVISION/APPROVAL DATE:** .....April 15, 2009

**EDUCATIONAL REQUIREMENTS:** Bachelor's Degree in the Accounting area, three (3) years work experience in Accounting and/or any other business related experience. Teaching experience and a Master's Degree is desirable.

**BASIC FUNCTION AND RESPONSIBILITY:** Provide instruction and monitor teaching/learning effectiveness in courses assigned by the Department Chair, Dean of Workforce, or the Vice President for Instruction and in which the instructor has appropriate qualifications. Use up-to-date discipline and pedagogical skills to ensure active participation and learning by students.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES:**

1. Prepare and, on the first day of class, distribute departmental syllabus which inform students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information for each course assigned.
2. Prepare, administer, and grade assignments and examinations in a timely manner to inform students about their progress and to provide opportunities which will allow students to succeed. Use multiple measures of assessment. Include opportunities for research and outside assignments when appropriate.
3. Provide a safe environment for students and be responsible for the security of assigned equipment, materials, and classrooms.

4. Encourage the use of support services by students. Collaborate with support services staff to ensure that appropriate information is being shared and discussed.
5. Meet all assigned classes on time in the assigned rooms and be available to students 15 minutes before class, except between classes when teaching back-to-back classes, and 15 minutes after class.
6. Follow procedures related to the Registrar's Office, including grade reports and deadlines, attendance record reports, withdrawal deadlines, mid-semester progress reports, and the like.
7. Distribute student evaluation forms and/or surveys on a timely basis.
8. Follow the academic calendar and other policies and procedures adopted by the Board of Trustees.
9. Use current technology to enhance effectiveness, including but not limited to computers, overhead projectors, PowerPoint, DVD/VCR equipment, and the like.

**EXPERIENCE:**

Two years at high school or college preferred.

**SKILLS, KNOWLEDGE, ABILITIES:**

- Ability to provide service to a diverse population.
- Ability to communicate effectively with faculty, staff, and students.
- Ability to contribute to instructional vitality and growth.
- Knowledge of student outcomes assessment and institutional effectiveness.
- Cooperative team player.
- Must have a student centered philosophy.

**LICENSES/CERTIFICATES:** N/A

**SUPERVISION RECEIVED:** Business & Management Department Chair, Dean of Workforce, and Vice-President for Instruction.

**SUPERVISION EXERCISED:** Faculty secretary, work study students

**PHYSICAL REQUIREMENTS:**

Walking, standing, lifting, carrying, and bending. Required to lift items weighing 20 pounds.

**WORKING CONDITIONS:**

Inside Work-in a well lighted and air conditioned area most of the time

Or

Outside will be exposed to all types of weather, noise, and vibration from equipment.

**SPECIAL CONDITIONS:**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**ACKNOWLEDGEMENT:**

The undersigned have jointly read, discussed and understand the full meaning of this job description, the basic functions and responsibilities, and agree to abide by but not limited to all the terms and conditions of college policies herein included, expressed, and/or implied.

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Print Name

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Print Name

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Print Title

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Print Title

\_\_\_\_\_  
Employee Signature and Date

\_\_\_\_\_  
Supervisor Signature and Date

Sign and return to HR for placement into employee personnel file.