



Laredo Community College

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

POSITION JOB DESCRIPTION

POSITION TITLE:.....Management 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 Management or Business area, three (3) years work experience in Management 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. Develop, evaluate, and revise programs, courses, and objectives to ensure instructional and programmatic responsiveness to the occupational and academic needs of students and to ensure instructional quality as demonstrated by student's achievement of competency based objectives.
2. Stay current of changes that occur in discipline. Participate in departmental initiatives to infuse changes into curriculum. Participate in interdisciplinary discussions, which are directed at improving student learning and evaluating core competencies curriculum.
3. Participate in college and departmental committees and activities. Substitute for colleagues as appropriate.
4. Participate in college activities, which include but are not limited to orientation, convocation, in-service, graduation, and workshops designed for professional growth and development.

5. Prepare and, on the first day of class, distribute departmental syllabi which inform students about course requirements, grading requirements, testing assignments, absence policy, and other pertinent information for each course assigned.
6. Participate in meetings called by the VPI, ADI or department chair for the purpose of disseminating information, providing input into the decision making process, and sharing expertise with colleagues.
7. Prepare professional development plan in consultation with the department chair; review plan on an on-going basis with the department chair; work with assigned peer/mentor.
8. 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 measurements of assessment. Include opportunities for research and outside assignments.
9. Provide a safe environment for students and be responsible for the security of assigned equipment, materials, and classrooms.
10. Encourage use of support services by students. Collaborate with support services staff to ensure that appropriate information is being shared and discussed.
11. Participation in a minimum of thirty-five hours on campus assigned duties, including an average of two posted office hours, or the Learning Center for consultation with students.
12. Participate as a faculty advisory during the registration process and during the semester by providing accurate career counseling and guidance at time assigned by the department chair or ADI. Use the Program Degree Guide on an on-going basis to maintain current information about each student.
13. Provide appropriate information to Library staff regarding desired discipline materials.
14. Respond to requests for information from the ADI's or VPI's office.
15. Follow procedures related to the Registration Office, including grade reports and deadlines; attendance record reports; withdrawal deadlines; class changes; and time and room scheduling.
16. Participate in the preparation and updating of class schedules and the catalog.
17. Distribute student evaluation forms on a timely basis.
18. Participate in faculty evaluations as described by the department chair and/or the ADI.
19. Serve as peer mentor when requested.
20. Follow proper procedures for requesting textbooks, instructional supplies, and expendable supplies; submit travel and absence reports on a timely basis.
21. Participate in career days for elementary and secondary school students; participate in civic activities for the purpose of communicating services provided by the college.
22. Sponsor or provide assistance with student clubs and organizations.
23. Promote the College's programs and curricula.
24. Follow the academic calendar and other policies and procedures adopted by the Board of Trustees.
25. Participate in Southern Association accreditation activities; implement Institutional Effectiveness plan in occupational area.
26. Perform other duties assigned by the department chair, the ADI, or the VPI.

SUPERVISION RECEIVED: Department Chair, ADI, and VPI

SUPERVISION EXERCISED: Faculty secretary, work study students

QUALIFICATION STANDARDS:

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

Licenses: N/A

Other: Discipline competence; pedagogical competence, which engages the student and focuses on student learning; ability to operate specialized laboratory equipment; ability to use current technology to enhance teaching effectiveness. Concern with academic progress of colleagues, and students. Cooperativeness and professionalism in dealings with College administrators, colleagues, and students.

SPECIAL KNOWLEDGE/SKILLS:

- Ability to use current technology to enhance teaching effectiveness
- Concern with academic progress of students
- Cooperativeness and professionalism in dealings with College administrators, colleagues, and students
- Possess leadership, organizational skills and supervisory skills
- Demonstrate effective knowledge of technical vocational education curriculum
- Must be able to work at varied locations. Will work outside the normal hours of work when needed

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

SKILL TESTS REQUIRED: As Appropriate

ACKNOWLEDGEMENT: The undersigned have jointly read, discussed and understand the full meaning of this job description and agree to abide by all terms and conditions herein expressed and/or implied.

Employee's Signature & Date

Supervisor's Signature & Date

Printed Name

Printed Name

Printed Title

Printed Title