



FLETCHER TECHNICAL COMMUNITY COLLEGE

Work Ready U Adjunct Instructor

Instructional/Teaching Performance

- Utilize innovative, effective, and equitable teaching techniques
- Follow course syllabi and outlines
- Maintain time on task
- Receive favorable student evaluations of instruction
- Maintain teaching load practiced by college
- Meet deadlines related to this function

Instructional Development

- Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
- Prepare course offering schedule based on Curriculum Guides
- Participate in curriculum meetings
- Meet all deadlines related to this function

Instructional Management

- Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
- Maintain appropriate student records, i.e., grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
- Meet all deadlines related to this function

School or Classroom Management

- Practice appropriate safety precautions
- Maintain student discipline
- Meet all deadlines related to this function

Student Guidance/Advising Activities

- Provide career counseling and academic advising
- Follow Curriculum Guides in scheduling to ensure timely completion of a program of studies
- Serve special populations
- Make appropriate referrals to students with special needs
- Maintain appropriate number of students in class and in program
- Meet all deadlines related to this function

College and/or Community Services

- Participate in recruitment activities, i.e. career fairs, etc.
- Maintain program accreditation/certification or program licensure requirements

Provide service to the college that may include some of the following activities:

- ... Sponsor student organizations
- ... Conduct or coordinate teaching consultant activities
- ... Facilitate workshops

- ... Teaching consultant activities
- ... Teach continuing education or customized industry courses
- ... Provide routine equipment maintenance
- ... Initiate and write new program proposals
- ... Provide service to the community that may include:
- ... Participate in health fairs
- ... Participate in charity or community activities
- ... Participate in community organizations, i.e. Chamber of Commerce, Rotary, Lions Club, Boy Scouts, 4-H Club, etc.
- ... Meet all deadlines related to this function

Professional Activities, Leadership, and Service

Participate in professional development activities that may include:

- ... Complete coursework or degrees
- ... Membership in professional organizations
- ... Serve on a Board or in an Office of a professional association
- ... Present a paper or facilitate a workshop at a professional conference
- ... Participate in a Leadership Academy
- ... Serve on an external institutional or program accreditation team
- ... Participate in industry visits
- ... Exemplify Leadership role on Fletcher or LCTCS Committees, Faculty Council, etc.
- ... Meet all deadlines related to this function

Other Related Duties as Assigned and/or Listed as Program Specific Job Position Details

- Attached, if applicable

Qualifications: An Associate's degree from an accredited college or university and professional experience. Candidates must have good instructional techniques; computer knowledge; student-centered attitude; and must be well organized.

Reports To: WorkReady U Program Manager

Fletcher Technical Community College is an Equal Opportunity Employer in compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Fletcher Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, color, national origin, gender, gender identity, age, religion, qualified disability, marital status, veteran's status, political affiliation, sex or sexual orientation in its hiring or employment practices or in admission to its programs, services, or activities, in access to them, in treatment of individuals, or in any aspect of its operations. Each campus welcomes handicapped individuals and has made buildings accessible to them.

Title IX Coordinator:

Director of Human Resources (985)448-7929 or (985)448-7930
1407 Highway 311
Schriever, LA 70395

Qualified applicants should submit Resume, [Employment Application](#), and Transcript(s) to:

hr@fletcher.edu

or

**Fletcher Technical Community College
Human Resources
1407 Highway 311
Schriever, LA 70395**

Application Instructions can also be located at www.fletcher.edu under Employment.