



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Drafting and Design Adjunct Instructor

- Attend and provide meaningful instruction for all class sessions during the semester. Be punctual in class attendance and provide instruction for the complete class period. Make appropriate arrangements for necessary absences according to College policies.
- Develop, distribute, and post to Course Management System as approved by department head within the first week of the semester course syllabi that are in accordance with approved master syllabi and which describe in detail the requirements of the course, attendance policy, assessment strategies, grading system, classroom policies, and other information as appropriate.
- Maintain accurate attendance, progress, and evaluation records in an acceptable grade book format and file these grade books (photocopies/print-outs) with the registrar at the end of each semester.
- Adhere to all time lines established by the college, particularly with respect to the submission of grade rosters, reporting non-attendance of students, referring students for counseling, withdrawing students from classes for excessive absences, and responding to records inquires and other communications about students in a timely manner.
- Provide classroom instruction in accordance with the Americans with Disabilities Act, College harassment policies, and/or other legal requirements.
- Keep minimum office hours.

**Qualifications:** A Bachelor's degree in the discipline to be taught (or related discipline) or an Associate's degree with relevant experience from a regionally accredited college or university. Teaching experience at the college level or high school level preferred. Candidates must have good instructional techniques; computer knowledge; student-centered attitude; and must be well organized.

**Reports To:** Appropriate Department Head

[About Us](#) (Click here to learn about Fletcher)

The Schriever, Houma, Thibodaux community is famous for its Cajun food and music, charter boat fishing, swamps, and dance halls. Also, it is well known for its birding trails, an exotic wildlife park, museums, Mardi Gras celebrations, medical facilities and more. The area is designated a retirement community and offers diversity and a rich culture. Residents take pride in their properties and that curb appeal adds to the richness of the community.

**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. Faculty and staff demonstrate success in working with diverse populations and demonstrate experience in a variety of teaching methods.

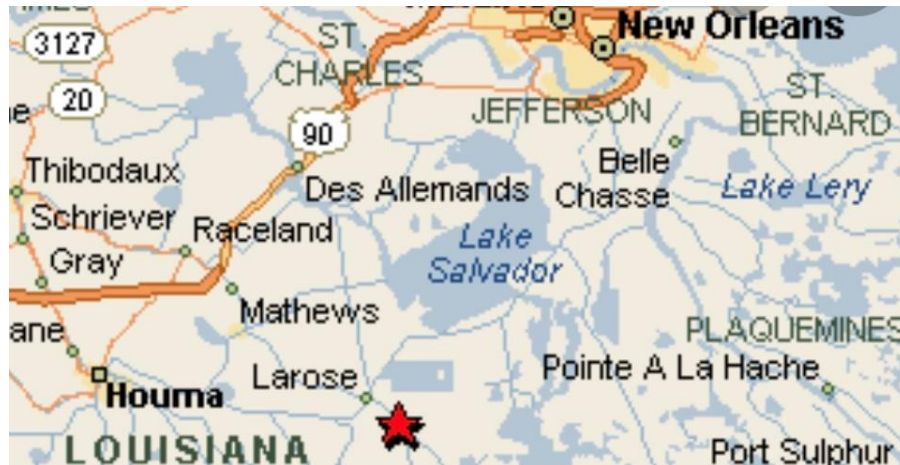
**Title IX Coordinator:**

(985)448-5904

1407 Highway 311

Schriever, LA 70395

**Campuses are located in Schriever, Houma and Thibodaux, 1 hour southwest of New Orleans.**



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

[hr@fletcher.edu](mailto: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](http://www.fletcher.edu) under Employment.