



## FLETCHER TECHNICAL COMMUNITY COLLEGE

### Work Ready U Adjunct Instructor (Part-Time/Grant Funded)

#### 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/Student Mentoring

- 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
- Provide guidance to the students/mentees; act as a sounding board for ideas and action plans for students/mentees; participate and attend instructor/mentor trainings
- Help students/mentees establish realistic goals for progress and behavior change; establish checkpoints and weekly check-ins with students/mentees to assess progress and reevaluate goals.
- Help mentee find ways to overcome barriers
- Offer encouragement and support to try new things; help mentees move out of their comfort zones; celebrate successes; Help mentee identify and overcome barriers.
- Help students establish realistic goals, behavior changes, and ways to overcome barriers
- Encourage and support students to move out of their comfort zones, network, and celebrate successes
- Identify resources for personal development/growth, such as books, workshops, or other learning tools
- 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 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 Director

[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.

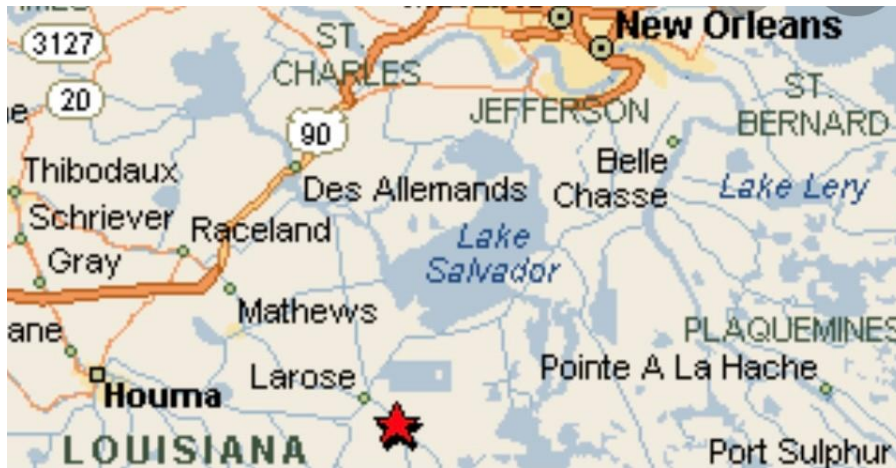
**Title IX Coordinator:**

(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.