Continuing Education and Customized Training Adjunct Faculty

General Description of the Job
To create a student-centered learning environment that is accessible to individual learners with diverse educational needs and goals.

Essential Functions
The following are the functions essential to performing this job.
1. Facilitate Student Learning:
   a. Prepare, deliver, and assess learning activities that are consistent with approved course outcomes:
      1. Provide instruction using appropriate technology, appropriate and effective standards of delivery, and a variety of methods of instruction.
      2. Improve student learning by using a variety of teaching strategies.
      3. Provide timely and effective methods of learning progress reports to students.
      4. Participate as needed in meetings with customers to determine customized training outcomes.
   b. Actively engage students in critical thinking, learning processes and interpersonal workplace skills:
      1. Cultivate open-minded inquiry.
      2. Encourage thoughtful, self-reflective assessment.
      3. Promote cooperation and mutual respect among students.
      4. Provide applicable and relevant classroom exercises.
   c. Infuse multicultural and diverse perspectives into the instructional processes as appropriate, and conduct classes in a manner that demonstrates respect for individual and cultural differences.
   d. Provide method for students to leave messages and respond to those messages promptly.

2. Participate in Professional Development:
   a. Complete orientation process for adjunct faculty.
   b. Seek out current developments and information within field.
   c. Identify and implement, as appropriate, innovative teaching practices.
   d. Strive to understand and use technology as it applies to standards of instruction within the discipline and as it is appropriate for the student population.

3. Professional Responsibilities:
   a. Submit and update personnel forms required for employment.
   b. Review FCC policies that apply to teaching.
   c. Participate in training directly related to classroom technology.
   d. Submit course syllabi utilizing accepted format and other required instructional materials.
   e. Provide timely notice if unable to attend class or scheduled meetings.
   f. Submit grades, rosters, and other documents as directed by the program manager.
   g. Participate as required by academic grievance process.
   h. Support the stated mission, policies, and procedures of Frederick Community College.

Other Functions
Individuals in this job may be invited to participate in one or more of the following tasks:
   a. Participate in department meetings.
   b. Engage in activities that enhance the college’s relationship to the community.
   c. Participate in professional organizations.
Required Knowledge, Skills, and Abilities
The individual in this job must possess these skills and abilities or be able to explain and demonstrate that they can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities:
1. Demonstration of knowledge and skills required to teach the core learning outcomes of the assigned course(s), such as: workplace documentation, discipline-related Bachelors/Masters degree, appropriate post-secondary education, and/or portfolio.

Qualification Standards
1. Education: Varies according to education needed to teach course core learning outcomes.
2. Successful experience: Varies according to experience needed to teach course core learning outcomes.
3. Other preferences: Varies according to course assigned.

Performance Standards
The criteria for evaluation in this position include, but are not limited to the following:
1. Satisfactory or higher ratings on supervisor (or supervisor’s designee) performance feedback through observation and/or student feedback.
2. Satisfactory or higher ratings on student evaluation scores.
2. Satisfactory or higher ratings on essential functions of the job description.

Note: The College reserves the right to change or reassign job duties, or combine positions at any time.