**PIKES PEAK STATE COLLEGE**

**JOB DESCRIPTION**

**ADJUNCT INSTRUCTOR**

College Instructor positions (as defined by State Board Policy, BP 3-10) exist to create and maintain a teaching and learning environment that empowers students to be successful. College Instructors work under the direction of their respective Department Chairs and Division Deans/Assistants to the Dean.

**PRIMARY DUTIES AND RESPONSIBILITIES:**

1. Meeting all scheduled classes/labs/clinics and providing instruction in accordance with the philosophy and objectives of the college and the Department Chair’s approved course outline.

2. Using teaching methods and media designed to reach students of varying educational and experiential backgrounds to allow each student the opportunity to master the objectives of the course.

3. Informing students of course requirements through a course syllabus, including: specific objectives, means of attaining objectives, and methods of instruction and grading.

4. Evaluating students on a continuing basis to allow them to be aware of their own progress.

5. Participate in department and/or college level assessment of student learning outcomes in general education and career/technical courses and programs as required.

6. Recommending instructional materials, textbooks, appropriate instructional equipment, and the Library supportive reference materials.

7. Maintaining and submitting records as required by policy and procedures.

8. Promoting affirmative action equal opportunity concepts within the scope of assigned responsibilities.

9. Maintaining required credentials, licenses, certification as appropriate, and proficiency and up-to-date knowledge in the subject matter area.

**KNOWLEDGE, SKILLS, AND ABILITIES**

1. Demonstrates ability to plan, organize, and deliver appropriate curriculum.
2. Demonstrates ability to employ qualitative and quantitative analytical skills in the classroom.
3. Demonstrates excellent verbal and written communication skills.
4. Demonstrates ability to maintain accurate written student records as required by policy and procedure.
5. Demonstrates ability to inform students of all course requirements.
6. Demonstrates ability to evaluate students and offer feedback on a continuing basis.
7. Demonstrates ability to relate to student concerns and maintain open .communications

**EDUCATION AND EXPERIENCE**

1. Transfer courses:
   1. Possesses a master’s degree in the appropriate program or discipline.
   2. In special circumstances (i.e., Foreign Language, Deaf Interpreter Preparation, or a highly specialized / unique discipline) with VPES approval:
      * Possesses a masters degree in any discipline **and** a minimum of 18 graduate credit hours in discipline, **or**;
      * Documented native foreign language proficiency, **or**;
      * Documented extensive professional expertise, as appropriate.
2. For Non-Transfer courses:
   1. Possesses at least an associates degree or higher, and has experience as required by the college if teaching in a career and technical area, **or**
   2. Possesses required credentials or ability to receive such credentials as required by vocational program or discipline, **or;**
   3. Possesses a master’s degree in an appropriate program or discipline and at least a bachelor’s degree in the discipline if teaching in a college prep area.