JOB DESCRIPTION

Title of Position: Commercial Custodial Instructor-East St. Louis Educational Center
Department: Educational Services
Classification: Adjunct Faculty
Employment Status/Funding Source: Part-time, 12-month academic year

Function:
To perform instructional and related duties in the College’s Commercial Custodial educational program located at the East St. Louis Educational Center.

Organizational Relationship:
Adjunct Faculty member reports to the Program Coordinator, who reports to the Dean of Career and Technical Education, who reports to the Vice President of Instructional Services, who reports to the President of the College. Adjunct Faculty member supervises student worker(s) as necessary.

Qualifications:
Required:
1. Educational credentials as appropriate for specific program(s).
2. Possess a strong commitment to student learning and to the use of technology and innovation in the delivery of instruction.
3. Excellent communication and presentation skills.
4. Willingness and ability to teach students and work with entire College community in an effective and positive manner.
5. Two years minimal experience in Commercial Cui

Preferred:
1. Two years community college teaching experience.

Essential Functions:
1. Perform instructional duties as assigned for appropriate subject area.
2. Prepare or update syllabi as needed for all courses in which the faculty member has instructional responsibilities.
3. Attend and participate in committee meetings, sponsorship of student activities and other College activities as requested and consistent with current collective bargaining agreement.
4. Advise and counsel students consistent with current collective bargaining agreement
5. Prepare reports as required.
6. Recommend textbooks and equipment, which the instructor deems necessary in instructional assignments.
7. Work with program coordinator to develop appropriate curriculum for instructor’s subject area.
8. Perform assessment of student learning and participate in College wide assessment program.
9. Participate in program review and advisory board meetings.
10. Maintain attendance and grade records and provide these records for review as necessary.
11. Participate in professional development activities both on campus and off-campus as requested and consistent with current collective bargaining agreement.
12. Keep abreast of current trends, technologies and information in subject area.
13. Plan and implement a program of communication and recruitment with potential interested students in the specific teaching area or vocational program. Be responsible for ensuring adequate enrollment levels in instructor’s instructional program.
Other Functions
1. Provide input to the Program Coordinator in the budget process.

2. Assist the appropriate College staff in follow-up activities for graduating or existing Kaskaskia students.

3. Assist the appropriate College staff in the dissemination of information dealing with Kaskaskia’s programs and activities for students and the community.

4. Perform other related duties as assigned consistent with the current collective bargaining agreement.

Supervisory Responsibility:
Supervise student worker(s) as necessary.

Supervisory Controls:
Faculty member is required to work independently with a minimum amount of supervision. Consultation as necessary is available with the Program Coordinator.

Guidelines:
Adjunct Faculty member is expected to follow all College and East St. Louis Education Center policies and procedures as well as all local, state, and federal laws. Adjunct Faculty member is also expected to adhere to and foster development of Kaskaskia College core values of compassion, honesty, respect, responsibility and fairness.

Personal Relationships:
Faculty member will have daily contact with students, and College and Educational Center employees. Contacts with the community will also be made.

Physical Demands and Work Environment:
Duties will be performed in an educational setting. Travel within the College district, as well as occasional overnight travel may be required as necessary to perform duties of the position and consistent with the current collective bargaining agreement.

Signatures:
By my signature below, I am acknowledging that I have read this job description and understand the requirements of this position.

_________________________________________  ______________________
Signature of Employee                          Date
_________________________________________  ______________________
Signature of Program Director                  Date

Vice President

_________________________________________  ______________________
Signature of Program Director                  Date

President

_________________________________________  9/11
Date
PART-TIME INSTRUCTOR FOR THE COMMERCIAL CUSTODIAL SERVICES PROGRAM
AT THE EAST ST. LOUIS EDUCATIONAL CENTER

1. Perform part-time instructional duties in the area of responsibility.
2. Prepare and update syllabi and curriculum materials as needed/requested, for all courses for which the faculty member has instructional responsibilities.
3. Schedule classroom activity with shop and work experience activities to provide the student with the necessary skills and knowledge for job placement.
4. Participate in class recruitment and enrollment activities.
5. Prepare reports as requested but the Coordinator, Dean of Career and Technical Education, Vice-President of Educational Services, or the President in a timely manner.
6. Cooperate with the Program Coordinator to effectively resolve student problems.
7. Evaluate and monitor student progress and provide the student with measurements of objectives attained and goals to be met.
8. Assess student learning regularly, and report deficiencies to students and if necessary to the Coordinator.
9. Recommend textbooks and instructional materials for classroom assignments.
10. Recommend equipment and commodities for use in the program, and assist the Coordinator in budgetary procedures.
11. Maintain and monitor all program equipment to ensure proper equipment accountability and inventory.
12. Maintain responsibility for all attendance, classroom records, provide such records for review by the Coordinator and Vice-President of Instructional Services.
13. Participate in the program Advisory Council.
14. Provide for individual professional growth through various professional development activities such as continued coursework in the field of teaching responsibility or related field, attendance at workshops and seminars, and visitations with colleges and industry counterparts, including Vocational Instructor Practicums (VIP) where appropriate.
15. Provide for a planned program of communication and articulation with potential interested students in the subject, field, or vocational program which the faculty member teaches.
16. Assist the Coordinator, appropriate administrator, or counselor in placement and follow up activities for graduating or existing Kaskaskia College students.
17. Assist the appropriate college staff members in the dissemination of information dealing with Kaskaskia College’s programs and activities for students and the community.
18. Perform other duties as assigned

Revised 2/15