



## Adjunct Instructor Job Description

DATE	POSITION #	POSITION TITLE
9/3/2019	PFELTE	Adjunct Instructor – Electrical Technology

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Technical Careers	Utility and Energy Systems	Pay Based on PT Salary Schedule	FA9676

**STATUS:** Please select the appropriate boxes that apply.

Regular/Continuing: <input checked="" type="checkbox"/>	Bargaining Unit: MAHE	Non-Bargaining: <input type="checkbox"/>	Provisional/Grant Funded: <input type="checkbox"/>	Temporary/Limited Duration: <input type="checkbox"/>
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Individual Position: <input type="checkbox"/>	Full-Time (40 hrs/wk): <input type="checkbox"/>	Part-Time: <input checked="" type="checkbox"/> __28__ Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	21 # of Employees if this position is pooled.
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**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

Type here

**Part-time Teaching Faculty Assignments/Workload**

Teaching Load Limits. Except as otherwise provided in this Agreement, each part-time Teaching Faculty member shall be accountable for teaching workload subject to the following limits:

- a. Adjunct Instructors shall not exceed twelve (12) workload hours of teaching during Fall Semester and twelve (12) workload hours of teaching during Spring Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours; and
- b. Adjunct Instructors shall not exceed ten (10) workload hours of teaching during Summer Semester, together with all associated preparation (including customary updates/maintenance of assigned courses), assessment and evaluation, and student consultation/office hours.
- c. Increases in workload will not change the part-time status of bargaining unit members.

**Professional Activities and Duties**

In addition to or in lieu of teaching assignments, part-time Teaching Faculty may be given non-teaching assignments such as course development or revision, curriculum development, student advising, leadership assignments, etc., provided their workload does not regularly exceed the nominal equivalent of thirty (30) clock hours per week or 1560 clock hours in an academic year.

**JOB SUMMARY:** This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.

*The Lansing Community College Technical Careers Division, led by exceptional faculty in over 30 program areas, is seeking individuals who possess strong knowledge and skills in their field and have a passion to share their expertise with tomorrow’s emerging workforce. We focus on providing students with high quality education and training, including significant hands-on learning opportunities. If you seek an opportunity to work with a great team of faculty and staff committed to student success in a professionally driven environment, then consider the following opportunity.*

Electrical Technology Adjunct Instructors must be able to effectively communicate and demonstrate knowledge of specific technical skills within both the lab and classroom environment to a diverse student population. The successful candidate will be responsible for the instruction of Electrical Technology courses in one or more of the following areas depending upon qualifications: DC Theory, AC Theory (single phase and three-phase), Industrial Solid State Theory, Motors and Transformers, Motor Controls, Variable Frequency Drives, Programmable Logic Controllers, Human Machine Interfaces, Safety—including OSHA and NEC 70E, National Electrical Code, Electrical Wiring and Low-voltage Wiring—including networking and Machine Vision Systems. The successful candidate will be able to adjust instructional techniques as required by individual student learning style while maintaining a safe and positive learning environment for students and fellow faculty members. Strong communication skills and computer proficiency are a must. This adjunct teaching position includes instruction of one to three courses per semester in the areas listed above based upon qualifications, interest, and experience. Adjunct instructors may also be assigned to work in the Electrical Technology Program’s Open Lab facility. While there is a possibility of daytime work assignments, most will be at night and/or on weekends.

**DIRECT REPORTS:** If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s of those supervised).

None.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements. List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. Reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.

%	NO.	Essential Duties and Responsibilities
<u>55</u>	1	Instruct students in Electrical Technology courses by lecturing, demonstrating, and using audiovisual aids and other materials to supplement presentations.
<u>10</u>	2	Develop project based learning experiences and effectively integrate technology into student learning and assessment.
<u>10</u>	3	Assign lessons and correct homework.
<u>5</u>	4	Administer tests to evaluate student progress, and record results in a timely manner to inform students of their academic status.
<u>5</u>	5	Participate in continuous improvement of coursework by participating in software/equipment evaluations, industry polls, and educational research.
<u>5</u>	6	Participate in faculty and professional meetings, educational conferences and teacher training workshops, as identified.
<u>5</u>	7	Provide annual evaluation and course updates for applicable curriculum.
<u>5</u>	8	Assist students in the Electrical Lab should the individual have hours available and the program have needs.



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### TEACHING FACULTY STUDENT CONSULTATION/OFFICE HOURS:

Teaching Faculty student consultation/office hours will be a minimum of one-quarter ( $\frac{1}{4}$ ) hour consultation per week per one (1) teaching workload hour of assigned classes. Scheduling will be the responsibility of the individual teaching faculty, while taking into account the needs of the students, the department, and the College.

Teaching Faculty with face-to-face teaching assignments must be available for face-to-face student consultation/office hours at or near the location where the course is taught provided suitable space is available.

Teaching Faculty with online teaching assignments must be available online for student consultation/office hours for those courses.

Teaching Faculty with hybrid teaching assignments must be available face-to-face at or near the location where the course is taught, provided suitable space is available, and/or online for student consultation/office hours, as determined by student preferences.

### All course section syllabi will contain:

LCC contact information (phone number and/or e-mail address) where students may contact the faculty member and

Times, modes, and/or locations available for student consultation/ office hours.

Student consultation/office hours will be posted and regularly maintained by each faculty member in the manner established by their program/department pursuant to Article IX. Participation in Governance, and will not be changed without prior written or electronic notice to the supervisor and students.

**CORE COMPETENCIES:** Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.

Must possess excellent organizational skills, technology skills, be detail and team-oriented, and have excellent communication skills. Must be able to develop and deliver the Electrical Technology curriculum utilizing best practices and web technologies to deliver instruction, develop authentic learning projects, as well as develop and maintain professional contacts and partnerships with those in the industry.

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

### Required:

Bachelor's Degree in a related field and two (2) years' minimum experience in the field; **OR** Associate's Degree in a related field and five (5) years' minimum experience in the field; **OR** Journey or Master's license (completion of an apprenticeship) and five (5) years' minimum experience in the field; **OR** Certificate in a related field and six (6) years' minimum experience in the field; **OR** HS diploma/GED and seven (7) years' minimum experience in the field.

### General Adjunct Instructor Requirements:

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.

Primary duty and responsibility of teaching students in instructional settings;

Functioning as the principal source of instruction and the faculty of record in the instructional setting for a course, class, workshop, etc., offered for academic credit (i.e., designated by the College as responsible for the course, class, workshop, etc., including assigning the grade); and

Being responsible for curriculum planning and development; preparation and delivery of course content in accordance with student needs; comprehensive assessment and grading in the assigned course, class, workshop, etc., offered for academic credit.

**PHYSICAL AND MENTAL REQUIREMENTS:** Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

**WORK ENVIRONMENT:** Complete the work environment characteristic on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Go to the ADA Checklist

## SIGNATURES

Supervisor's Name: Type here

Supervisor's Signature: *Cathy Wilkin* Date: 9/3/19

Dean/ELT's Name: Type here

Dean/ELT's Signature: *Maguire* Date: 9/3/19

HR Rep: Type here

HR Rep Signature: *Sydney Glasscoe* Date: 9/5/19



## Adjunct Instructor Job Description

**ADA COMPLIANCE JOB DESCRIPTION CHECKLIST** *(The immediate supervisor is responsible for completion of this form. Fill in more information as need that apply to the essential job duties for the attached job description.)*

**Position #:** PFELTE

**Date:** 9/3/2019

**Supervisor's Position #:** FA9676

### Materials Used:

- Computer keyboard, mouse, screen
- Various software
- Telephone, cell phone, mobile device
- Paper and pencil/pen
- Projector or other audiovisual equipment
- Copier, scanner, fax
- Carpentry equipment
- Electrical equipment
- Plumbing equipment
- Other: Click or tap here to enter text.

### Mental Functions:

- Comparing (compare/contrast data, people, other data)
- Synthesizing (combine data, concepts, interpretations)
- Computing (math calculations or carrying out formula operations)
- Compiling (gathering, classifying, evaluating data, people, other data)
- Copying (entering, posting, transcribing data)
- Analyzing (examining, testing data, presenting alternatives)

### Audio/Visual/Aural Functions:

- Talking (expressing ideas, thoughts, language, conveying details accurately and clearly)
- Hearing (receive details through oral communication, make fine differences in sound with other sound interference)
- Near acuity (at 20 inches or less when accuracy is essential)
- Far acuity (more than 20 inches when day and night/dark conditions are essential)

- Depth perception (3 dimensional vision, judge distances, space)
- Color vision (distinguish colors)
- Field of vision (up/down and right/left)
- Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

#### **Movement, Strength, Repetition Functions:**

- Climbing
- Kneeling
- Reaching
- Balancing
- Crouching
- Grasping
- Stooping
- Crawling
- Picking/Typing/Keyboarding
- Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of time)
- Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)
- Medium (exert 21-50 lbs of force, walk/stand frequently)
- Heavy (exert 51-100 lbs of force, walk/stand routinely)
- Very Heavy (exert over 100 lbs of force, walk/stand routinely)

#### **Environmental Conditions**

- Weather (rain, snow, wind)
- Extreme cold (inside, outside)
- Extreme heat (inside, outside)
- Confined/restricted spaces
- Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation)
- Vibrations
- Extreme noises