



Adjunct Instructor Job Description

DATE	POSITION #	POSITION TITLE
1/28/2020	PFCORT	Adjunct Instructor – Court Reporting

DIVISION	DEPARTMENT	PAY TABLE/LEVEL/GRADE	REPORTS TO:
Community Education and Workforce Development	Corporate Training & Continuing Education	Pay Based on PT Salary Schedule	FA9701

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 type="checkbox"/> 20 Hrs/Week	Pooled Position: <input checked="" type="checkbox"/>	30 # 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.

The Corporate Training and Continuing Education Program seeks Adjunct Faculty to teach non-credit Court Electronic Operator (CEO) and Court Electronic Recorder (CER) Certification Exam Preparation courses through the Community Education and Workforce Development Division (CEWD). Taught exclusively online, CEO and CER Exam Preparation courses are required for individuals wishing to enroll in the State of Michigan certification exam for either professional distinction.

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

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.

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.

Nothing contained in this section is intended to modify the minimum workload opportunities or obligations of part-time Teaching Faculty as set forth in Article XIII. Employment Practices.

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

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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
50	1	Primary duty and responsibility is to deliver course instruction to students using appropriate adult pedagogy, including educational technology in an instructional setting
20	2	Develop course content consistent with official course syllabi
10	3	Assess student learning with evaluation methods consistent with official course syllabi
5	4	Assist and advise students outside of class as needed
5	5	Maintain and submit section syllabi, course materials, course evaluations, grades (if applicable), and gradebooks and attendance sheets on time.
5	6	Assist administrators with conducting market research, provide business analysis as needed
5	7	Additional program-specific duties as needed

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:



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TEACHING FACULTY STUDENT CONSULTATION/OFFICE HOURS:

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.

Type here

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.

Program specific education/experience:

Court Electronic Operator and Court Electronic Recorder adjunct faculty teach online state certification exam preparation courses, develop course content consistent with official course syllabi, deliver course instruction to students, assist and advise students outside of class, and assess student learning. Adjunct faculty work collaboratively with senior department faculty and administrators attend department/program meetings, and participate in professional development activities. Faculty demonstrate a commitment to diversity, student success, a team-based environment, continuous improvement, and the community college philosophy.

Required

- Demonstrated knowledge of the court electronic recorder and court electronic operator profession and/or experience working as a court reporter in the State of Michigan.
- Excellent written communication skills, including a solid knowledge of proper punctuation.
- Associate's Degree

Preferred

- Experience teaching, including online, and be familiar with sound online pedagogical practices
- Experience working as a professional court reporter in the state of Michigan
- Knowledge of the *Manual for Court Reporters and Recorders – Michigan Courts*
- Proficiency in the Microsoft Office Suite (Word, Excel, PowerPoint and Outlook)
- Experience in using a court reporter's pedal, including knowledge of reporter pedal compatible software such as Express Scribe

General Adjunct Instructor Requirements:

Primary duty and responsibility of teaching students in instructional settings;

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.

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: Chad Borodychuk **Supervisor's Signature:** Chad Borodychuk **Date:** 1/23/20

Dean/ELT's Name: Bo Garcia **Dean/ELT's Signature:**  **Date:** 1/23/20

HR Rep: Sydney Glasscoe **HR Rep Signature:**  **Date:** 2/13/2020



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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 #: New

Date: 1/31/2020

Supervisor's Position #: New

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