FLORIDA STATE COLLEGE AT JACKSONVILLE
JOB DESCRIPTION, 1987

ADJUNCT INSTRUCTOR (PART-TIME)

FLSA STATUS: EXEMPT – PAY GRADE: N/A – F

GENERAL STATEMENT OF JOB

The adjunct instructor provides instruction in and teaching of a specific subject or field of knowledge, and to guide student study and learning in that subject or field.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES

Classroom Contact (scheduled responsibilities):

Teach each course assigned in accordance with the College approved course outline.

Prepare and distribute to students a course syllabus, as based upon the official course outline.

Present course content to students and guide student discussion and course work study.

Professional Commitments (Unscheduled Responsibilities):

Maintain required records and reports for each course assigned.

Confer with students in the course(s) assigned and advise students of these support opportunities.

Develop and provide to students guidelines for student attendance and absence in the course(s) assigned.

Develop and provide to student guidelines for the determination of grades consistent with the College’s grading standards in the course(s) assigned.

Refer students with special needs to appropriate College resources.

SUPERVISION RECEIVED

Direct supervision and guidance are received from the appropriate designated supervisor.

SUPERVISION EXERCISED

None

MINIMUM QUALIFICATIONS

The ability to qualify for an FSCJ Certificate applicable to the area of instructional responsibility.