

FORT SCOTT COMMUNITY COLLEGE

Position Description

JOB TITLE: Adjunct Instructor, Environmental Water Technology & Cross-Connection/Backflow

DIVISION/DEPARTMENT: Occupational

RESPONSIBLE TO: Dean of Miami County Campuses

MONTHS PER YEAR: 9 **HOURS PER WEEK:** 12.5

REVISED: 7-16

CREDENTIALS/EDUCATION:

- Verifiable 3 years of work and/or teaching experience in Wastewater and/or Water Treatment, or Water Distribution and/or Wastewater Collection. Also, Water Backflow and/or Cross connection experience
- Kansas Operators Certificate, Water /Wastewater Treatment
- Candidates holding credentials in multiple trades preferred
- Bachelor's degree preferred
- Must be able to validate or demonstrate trade skills
- Interest in and ability to develop and maintain a program utilizing latest technology, including basic computer skills
- Ability to relate to students, FSCC partners and contractors
- Good written and verbal communication, organizational and project management skills

JOB PURPOSE: Constructs and maintains a safe and effective learning environment according to OSHA standards. Provides instruction in all trade disciplines.

MAJOR DUTIES AND RESPONSIBILITIES:

1. Teach a part time load (6-10 semester hours) of assigned courses per semester in keeping with approved course outlines, including updating of course syllabi; be available for morning schedule of classes.
2. Recruit students to program and participation in student organizations.
3. Actively recruit broad industry involvement and support for the program.
4. Be responsible for class preparation and good classroom management for all assigned courses.
5. Maintain and post office hours for student advisement and assessment and building operation.
6. Assist with programming and registration of students as assigned by administration.
7. Maintain appropriate student records for reporting, and submit all required student reports on time.
8. Counsel students as needed, realizing an instructor is many times in the best position for effective guidance.
9. Be a good public relations agent, both in the classroom and the community.
10. Assist with maintaining a clean, safe and well-organized facility, tools, equipment and storage used for this program.
11. Travel to evaluate students during internship semesters
12. Participate in assessment efforts including collecting, reporting, and analyzing data each semester
13. Assist with completing the program review
14. Recommend and administer departmental budgets.
15. Attend meetings and conferences as required by the college.
16. Other duties as assigned by administration.

Reviewed by Employee: _____

Signature

Date

All job descriptions are subject to revision based on changing needs of the college.