



Position Title: Part-Time Adjunct Faculty – ESL/Foreign Languages-Substitute

Job Code: 8100

Grade: H2

Reports To: Department Chairperson

FLSA: Exempt

Job Description:

Substitute teachers temporarily stand in for regular faculty members to present material to students who are pursuing classes in the English for Academic Purposes program or the Foreign Language program. The individual will perform assignments that may vary from day to day.

Duties & Responsibilities:

- Teaches lecture and laboratory sections
- Follows established attendance procedures
- Carries out instructor’s lesson plans
- Proctors tests, quizzes and exams
- Ensures adequate supervision of students
- Collects students’ assignments
- Complies with departmental and College policies
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor’s degree or higher in Linguistics, English, foreign languages, or education, or other related area.
- All educational degrees must be from a regionally accredited institution
- Possess good communication skills (verbal and written)
- Ability to work well with students, faculty, staff and the community
- Ability to work in a multi-ethnic/multi-cultural environment
- Ability to work a flexible schedule that may include evening and weekend assignments
- POSITIONS MAY BE AVAILABLE AT VARIOUS CAMPUS LOCATIONS

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name