



**Position Title:** Part-Time Adjunct Faculty – English/Substitute

**Job Code:** 8100

**Reports To:** Department Chairperson

**Grade:** H2

**FLSA:** Exempt

**Job Description:**

Substitute teachers temporarily stand in for regular instructors to present material to students who are pursuing a broad range of Associate in Arts or Associate in Science degrees. Assignments can 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 from a regionally accredited institution in English, Linguistics, Communications, Comparative literature, Creative Writing, etc.
- 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.

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Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name