

ADJUNCT FACULTY

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class teaches specialized courses on a part-time basis at the Westchester Community College. Responsibilities include the instruction, discipline and guidance of students in an assigned area. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Conducts classes in assigned areas to provide career preparation and expand opportunities for learning;

Prepares lesson plans and course outlines to maximize use of instructional resources and course offerings;

Prepares and conducts oral and written examinations to assess student's progress;

Documents students progress and maintains accurate records of grades;

Compiles data and prepares periodic reports, as required;

Selects suitable instructional materials and equipment by keeping abreast of trends and developments in education and career planning;

Arranges and conducts supplementary instructional activities;

May act as counselor in academic problems;

Participates in in-service training and other departmental meetings;

Performs related administrative and clerical tasks when appropriate.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of assigned subjects; good knowledge of teaching techniques; ability to plan and present instructional material in a clear, logical and concise manner; ability to establish and maintain effective relationships with other academic staff as well as students; good judgment; reliability; integrity; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school diploma or equivalency and either: (a) Bachelor's Degree* in the field to be taught from a recognized college or university with one year of practical experience in that field; or (b) five years practical experience in the field to be taught, two of which must have been in an instructional capacity; or (c) a satisfactory equivalent combination of the foregoing training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

