

## JONES COUNTY JUNIOR COLLEGE

April 23, 2018

<b>POSITION:</b>	Career and Technical Education Adjunct Instructor - (Pool Only) <i>*see list of programs below</i>
<b>DIVISION:</b>	Dependent Upon Position
<b>COMPENSATION:</b>	Based on JCJC Salary Schedule
<b>TERM OF EMPLOYMENT:</b>	Adjunct
<b>CLOSING DATE FOR APPLICATION:</b>	August 3, 2018

### JOB DESCRIPTION:

This announcement is to retain a pool of qualified applicants. Submission of an application and our acceptance thereof does not indicate that there are positions open, and in no way obligates Jones County Junior College.

Applicants may indicate an interest in full-time or part-time positions in all academic teaching areas for the Ellisville campus, Clarke County Center, Greene County Center, Jasper County Center, or Wayne County Center

General Statement of the Function – Instructional Faculty have the responsibility to deliver quality instruction through classes as assigned, to advise students in preparation for graduation and/or credential attainment, to follow policies and procedures as established by the college, and to support college programs and activities. The classroom instructor reports to the appropriate Division Chairperson, Dean, or Vice President.

#### **Duties of Instructional Faculty:**

- To be familiar with all school policies, procedures, and programs outlined in official school publications: Policies and Procedures Manual, Catalog, and Student Handbook
- To be a competent scholar in the area of instruction, continuing to improve in knowledge and skills related to the subject, and to make effective presentations to students
- To assume instructional assignments in accordance with the criteria of the College and accrediting agencies.
- To be responsible for all duties pertaining to teaching, evaluation of learning, and preparation of requested reports for all assigned classes
- To record student attendance at every class period, reporting absences to the Office of Student Affairs in the approved format
- To prominently post office hours in or near all rooms used by the faculty member for instruction
- To be available for student-instructor conferences during posted office hours.
- To work with their division chair and other faculty in developing course syllabi and educational objectives, in recommending changes to texts and other teaching materials, in revising the catalog, in purchasing instructional supplies and equipment, in evaluating and upgrading the division's functionality, and related duties as deemed appropriate by the division chair, dean or Vice President of Instructional Affairs.
- To attend all general and division faculty meetings, fulfilling any assigned task as a part of the regular teaching load
- To assist in implementing the College's program of guidance and counseling
- To assume responsibility for sharing chaperoning duties for sponsored clubs and class activities and for service on special committees, etc. as a part of the regular teaching load
- To serve as an effective faculty advisor by creating academic advisement plans, assisting students with appropriate course scheduling in their fields of study, and by being informed of current requirements for their assigned advisees transferring to senior institutions or other programs of study
- To hold memberships in professional organizations and represent the College at educational meetings

- To conduct personal affairs in such a manner as to bring credit to the individual and to the College
- To support community activities
- To inform the division chair of any contemplated absence from teaching assignment so that proper arrangements can be made for the class or classes
- To complete all relevant official paperwork prior to anticipated absences, and as soon as possible after return from unanticipated absences
- To continue academic development according to the following formulae:
  - i. Faculty with less than thirty semester hours above the master's level must attain three semester credit hours graduate credit every three years in the subject matter the faculty member teaches. The Vice President of Instructional Affairs must approve all subject matter exceptions.
  - ii. Faculty with more than thirty semester hours above the master's level must attain six semester credit hours graduate credit every ten years in the subject matter the faculty member teaches. The Vice President of Instructional Affairs must approve all subject matter exceptions.
- Maintain a classroom environment that is conducive to learning, deal with discipline problems in a professional manner and follow the student handbook policies
- Work with the ADA compliance officer to meet the academic needs of disabled students
- Adhere to all timelines established by administration, particularly with regard to the reporting of grades, and the completion of committee assignments.
- Grade and promptly return all assignments to the students.
- Teach each class for the entire period.

**MINIMUM QUALIFICATIONS:** Associate's Degree or higher from an accredited institution in the area of instruction or in a related field. At least two year of work experience and/or military experience in the area of instruction. Additional graduate hours, work experience and teaching experience will be considered as well as experience with instructional software and on-line instruction.

**PREFERRED QUALIFICATIONS:** Master's Degree or higher from an accredited institution in the area of instruction or in a related field. At least five year of work experience and/or military experience in the area of instruction. Additional graduate hours, work experience and teaching experience will be considered as well as experience with instructional software and on-line instruction.

**APPLICANT MUST PROVIDE BY CLOSING DATE THE FOLLOWING:**

1. Completed application
2. Minimum of three (3) references attesting to abilities in the discipline
3. Documentation of educational achievements
4. Documentation of teaching and/or work experience

**CONTACT PERSONS:** All inquiries should be directed to the Human Resources Office:  
 Human Resources Director  
 Address: Jones County Junior College  
 900 South Court Street  
 Ellisville, Mississippi 39437  
 Phone: 601.477.4058  
 Fax: 601.477.4017

**Program areas include:** Heating, Ventilation, and Air Conditioning Technology, Automotive Technology, Health-Care Data Technology, Business and Office Systems Technology, Early Childhood Education Technology, Civil Engineering

Technology, Cosmetology, Commercial and Residential Maintenance, Culinary Arts, Technology, Drafting and Designing Technology, Diagnostic Medical Sonography, Commercial Truck Driving, Electronics Technology, Electrical Technology, Emergency Medical Services/Paramedic, Forestry Technology, Health Care Assistant, Horticulture Technology, Information Systems Technology – Web and Programming, Information Systems Technology – Computer Networking, Paralegal Technology, Marketing and Management Technology, Precision Manufacturing and Machining Technology, Pharmacy Technology, Licensed Practical Nursing, Medical Radiologic Technology, and Welding Technology

*Jones County Junior College does not discriminate on the basis of race, color, national origin, age, sex, or disability in its programs, activities, or employment practices. The following person has been designated to handle inquiries and grievances regarding the non-discrimination policies: (ADA/Section 504) Dr. Kisha Jones, ADA/504 Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4122; (Title IX) Gwen Magee, Title IX Coordinator, Jones County Junior College, 900 South Court Street, Ellisville, MS 39437, 601-477-4028.*