

Job Title	ADJUNCT SPEECH INSTRUCTORS (<i>Day and Evening Classes</i>)
Department	General Education
Reports To	Dean of General Education and Learning Support

EMPLOYMENT TERMS

Adjunct

QUALIFICATIONS

Education	Master's Degree in speech or a closely related discipline with 18 semester hours or the equivalent quarter hours.
Experience	Teaching speech courses in the secondary and/or collegiate environment.
Desirable Knowledge, Skills, and Abilities	Excellent human relations, written and verbal communications skills.

INSTRUCTIONAL RESPONSIBILITIES

<ol style="list-style-type: none"> 1. Instructs courses based on schedule needs. 2. Distributes a course syllabus for each assigned course. 3. Follows state mandated competencies for assigned courses. 4. Establishes an environment conducive to learning in the classroom and laboratory by keeping areas clean, maintaining equipment in safe order, posting safety procedures, and establishing a safety program where applicable. 5. Prepares for class by selecting appropriate learning experiences, using a variety of learning/instructional modalities, and duplicating course materials. 6. Delivers course content, which is current, well organized, and related to course objectives, and to student's previous learning. 7. Demonstrates knowledge of instructional and student services policies and procedures as described in the adjunct orientation manual. 8. Submits/updates all paperwork and required reports on time including seven day, mid-term, and final grade rosters. 9. Maintains credentials, licensure, and certifications required for teaching and for the profession. 10. Demonstrates effective written and oral communication skills. 11. Maintains control of class during instruction as well as handles disruptions in the lab and clinical. 12. Demonstrates respect for students as individuals. 13. Communicates students' concerns to the academic dean in a timely manner. 14. Demonstrates accessibility in dealing with students' needs both individually and as a group. 15. Demonstrates excellence in instructor performance as reflected by the majority of positive responses on instructor/course evaluations. 16. Counsels students with grades and attendance problems, refers students to the counseling center if needed, and promotes an environment that fosters student retention. 17. Enters final course grades into SmartWeb. 18. Performs other related duties accompanying the position.
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TRANSCRIPT REQUIREMENTS

Applications for this position are reviewed upon receiving all official transcripts. Official transcripts must be mailed directly from the educational institution to the Human Resource Office, 3200 Augusta Tech Drive, Augusta, GA 30906.

PRE-EMPLOYMENT SCREENING

Pre-Employment background checks are required

APPLICATION DEADLINE: Until filled

Applications can be obtained online at the Augusta Technical College website. The College web address is www.augustatech.edu

Please submit application, letter of interest, resume, and transcripts to the following address:

Human Resource Office
3200 Augusta Tech Drive
Augusta, GA 30906

CONTACT

Please contact Shirley Rouse, Human Resource Specialist for questions by telephone at (706) 771-4026 or e-mail srouse@augustatech.edu

EOE/MFDV