



Part-Time Instructor Job Description

Division of [Insert here]

Department: [Insert here]

Temporary Instructor

PURPOSE STATEMENT:

Part-time Instructor positions (as defined by [State Board Policy](#), BP 3-10) exist to create and maintain a teaching and learning environment that empowers students to be successful. Part-time Instructors work under the direction of their respective department chairs, associate dean, and division/executive dean.

The primary location for this position is at [enter campus name and address]. May require occasional travel to other campuses to support program needs.

Reports To: program chair

ESSENTIAL FUNCTIONS:

1. Faculty/Student Interaction

- a. Demonstrates a commitment to teaching.
- b. Uses appropriate and various teaching strategies.
- c. Uses flexible approaches in teaching for learning.
- d. Acknowledges differences in learning styles and motivation.
- e. Encourages students to achieve goals.
- f. Relates coursework to real life experiences.
- g. Maintains a positive and empathetic attitude towards students.

2. Classroom Performance

- a. Organizes subject matter, course materials, and objectives.

- b. Communicates effectively.
- c. Maintains knowledge of and enthusiasm for both the subject matter and teaching.
- d. Demonstrates a positive attitude toward students.

3. Materials and Preparation/Relevancy

- a. Maintains current and relevant syllabus, following State guidelines when indicated.
- b. Reviews and updates course materials.
- c. Uses evaluation methods related to and appropriate for course content.
- d. Informs students in writing, of the objectives of the course content.
- e. Uses supplemental resources in addition to textbook or other course materials.
- f. Participate in all aspects of department and/or college level assessment of student learning outcomes in general education and career/technical courses and programs as required.

4. Record keeping and Instructional Management

- a. Meets classes as scheduled for prescribed time.
- b. Submits required reports and documents.

5. Professionalism

- a. Seeks to maintain a high quality of instruction by remaining current on discipline specific and pedagogical issues.
- b. Collaborates with colleagues in a professional manner.
- c. Uses communication techniques that foster collegiality when problem solving.
- d. Works to resolve conflicts in an atmosphere of mutual respect.
- e. Contributes to the promotion of an excellent educational climate within the college as a whole, as well as within the division and department.

6. Promoting Division/College Quality of Instruction

- a. Assist, as requested, with the development of the term class schedule and the college catalog.

7. Knowledge, Skills and Abilities

- a. Demonstrates ability to plan, organize, deliver, and evaluate teaching activities and curriculum.
- b. Demonstrates ability to employ qualitative and quantitative analytical skills in the classroom.
- c. Demonstrates excellent verbal and written communication skills.
- d. Demonstrates ability to maintain accurate written student records as required by policy and procedure.
- e. Demonstrates ability to inform students of all course requirements.

- f. Demonstrates ability to evaluate students and offer feedback on a continuing basis.
- g. Demonstrates ability to relate to student concerns and maintain open communication.
- h. Demonstrates ability to work effectively with diverse populations.

8. Education and experience

- a. Possesses a master's in the discipline OR a master's in a related field with 18 hours in the discipline if teaching in a transfer area.
- b. Possesses at least an associate's degree or higher, and has experience as required by the college if teaching in a career and technical area.
- c. Possesses required credentials or ability to receive such credentials as required by vocational program or discipline.
- d. Has demonstrated successful full-time teaching experience or equivalent.

Minimum qualifications:

[Insert here]

Preferred qualifications:

[Insert here]

- Demonstrated experience with alternative delivery systems such as online classes and using technology (e.g., Desire2Learn, Blackboard) in the classroom.
- Experience working with diverse populations, including minorities, economically disadvantaged students, and non-traditional students.
- Ability to speak and comprehend Spanish.
- Demonstrated knowledge of the mission and role of the community college and its focus on student success.

CTE Programs:

Applicants must possess or be eligible to receive the relative Colorado State Career Technical Education Teaching Credential in order to qualify for disciplines within CTE Programs. Information on credentialing requirements can be located online at <https://coloradostateplan.com/administrator/credentialing/>

This job description reflects Pikes Peak State College's best effort to describe the essential duties and qualifications of the job. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation.