

Southeast Technical Institute

Sioux Falls School District 49-5

JOB DESCRIPTION

Adjunct Instructor: All Academic Programs

Division/Program/ Department:	Academic Affairs	Job Status:	Part-time
FLSA Status:	Exempt Teacher	Reports To:	Academic Administration
		Receives Guidance From:	Program Instructor
Grade/Level:	Rate per credit hours based on degree earned and as determined by Academic Administration	Amount of Travel Required:	None
Work Schedule:	Day, Evening, and weekend flexibility to accommodate student course schedules.	Positions Supervised:	None
Prepared By Title or Dept:	Southeast Technical Institute Human Resources Department	Approved By Title or Dept:	Vice President of Academic Affairs
Prepared By Date:	May, 2019	Approved By Date:	May, 2019

POSITION SUMMARY

The adjunct instructor will provide instruction and assess student learning in the applicable program area of expertise at Southeast Technical Institute to prepare students for an entry-level position in their chosen program. The adjunct instructor will continually assess and enhance the curriculum to meet the program's educational requirements, the rules and regulations of its accrediting bodies, and the most current industry standards.

ESSENTIAL FUNCTIONS

Reasonable Accommodations Statement

To perform this job successfully, an individual must be able to perform each essential duty. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Essential Functions Statement(s):

- Develop and teach relevant curriculum that provides classroom theory and laboratory application and prepares students for entry-level positions in the program field.
- Promote academic achievement for students through appropriate classroom and laboratory rigor.
- Prepare and present academic content using a variety of effective pedagogical methods and techniques to meet student needs.
- Expert in teaching students in an interesting manner with effective presentation skills.
- Establish a positive student learning environment that promotes retention, accountability, diversity, equity, excellence, innovation, collaboration, dignity, self-respect, safety, student success and personal/professional growth.
- Monitor and assess student classroom effort and assignments.
- Passionate about teaching the course in ways and methods that engage students to learn new things.
- Build good interpersonal relationships and establish positive rapport with students and colleagues.
- Other duties as apparent or assigned.

POSITION QUALIFICATIONS

Competency Statement(s)

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others.
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience.
- Coaching and Development - Ability to provide guidance and feedback to help others strengthen specific knowledge/skill areas.
- Communication, Oral - Ability to communicate effectively with others using the spoken word.
- Communication, Written - Ability to communicate in writing clearly and concisely.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Energetic - Ability to work at a sustained pace and produce quality work.
- Ethical - Ability to demonstrate conduct conforming to a set of values and accepted standards.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Initiative - Ability to make decisions or take actions to solve a problem or reach a goal.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Patience - Ability to act calmly under stress and strain, and of not being hasty or impetuous.
- Presentation Skills - Ability to effectively present information publicly.
- Problem Solving - Ability to find a solution for or to deal proactively with work-related problems.
- Relationship Building - Ability to effectively build relationships with customers and co-workers.
- Resource Management - (People and Equipment) Ability to obtain and appropriate the proper

- usage of equipment, facilities, materials, as well as personnel.
- Self-Motivated - Ability to be internally inspired to perform a task to the best of one's ability using his or her own drive or initiative.
- Tactful - Ability to show consideration for and maintain good relations with others.
- Team Builder - Ability to convince a group of people to work toward a goal.
- Technical Aptitude - Ability to comprehend complex technical topics and specialized information.

SKILLS & ABILITIES

Education (See Appendix):

Based on the program as determined by Academic Administration.

Experience (See Appendix): Minimum related experience required based on the program as determined by Academic Administration. Must have outstanding knowledge of the subject taught. Post-secondary teaching and competency- based curriculum development experience preferred.

Computer/Technology Skills:

- Strong computer skills in Microsoft Office Suite and program relevant software.
- Ability to learn new software packages relative to the instructional field.
- Fully functional with online communication tools (instant messaging, live chat, forums, emails).
- Utilize the campus Learning Management System to deliver courses that may include traditional, hybrid, online, evening or week-end format.
- Utilize Southeast Technical Institute communication and data storage systems to ensure effective communication to students and all Southeast Technical Institute employees.
- Ability to understand and utilize technology for online/blended instruction with focus on instructional field.
- Ability to conduct Internet research and enter data in related software tools.
- Ability to learn and operate Southeast Technical Institute's learning management systems.
- Proficient in Microsoft Office, Internet navigation, and management system software.
- Operate and maintain any equipment utilized by the program.

Certificates & Licenses (See Appendix A):

Based on the program as determined by the Academic Administration

Other Requirements

- Post-offer criminal background check required.
- Ability to apply for and receive post-employment teaching credential for technical education.
- Excellent interpersonal, influencing, and presentation skills required.
- Ability to utilize different methods and mediums in delivering course material.
- Experience in organizing and writing presentations.
- Experience in critical thinking, problem solving, and judgment skills.
- Ability to develop and maintain professional relationships with students and colleagues.

PHYSICAL DEMANDS

CLASSROOM INSTRUCTION ONLY:

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	N (Not Applicable)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	F (Frequently)
41-100 lbs	O (Occasionally)

N (Not Applicable)
O (Occasionally)
F (Frequently)
C (Constantly)

Activity is not applicable to this occupation.
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

CLASSROOM INSTRUCTION WITH KINETIC LABS:

Physical Demands

Stand	C (Constantly)
Walk	C (Constantly)
Sit	O (Occasionally)
Handling / Fingering	C (Constantly)
Reach Outward	C (Constantly)
Reach Above Shoulder	O (Occasionally)
Climb	O (Occasionally)
Crawl	O (Occasionally)
Squat or Kneel	O (Occasionally)
Bend	O (Occasionally)

Lift/Carry

10 lbs or less	C (Constantly)
11-20 lbs	F (Frequently)
21-50 lbs	O (Occasionally)
51-100 lbs	O (Occasionally)
Over 100 lbs	N (Not Applicable)

Push/Pull

12 lbs or less	C (Constantly)
13-25 lbs	C (Constantly)
26-40 lbs	F (Frequently)
41-100 lbs	O (Occasionally)

N (Not Applicable)
O (Occasionally)
F (Frequently)
C (Constantly)

Activity is not applicable to this occupation.
Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)
Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)
Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

Other Physical Requirements

Talking:

- Ability to express or exchange ideas by means of the spoken word.
- Sufficient for conveying spoken information in a variety of activities and situations.

Vision:

- Sufficient visual acuity for extensive reading; to prepare and analyze data and figures; view a computer screen; and visual inspection/assessment.

Sense of Sound:

- Sufficient to hear sounds at normal speaking levels with minimal correction.
- Ability to receive detailed information through oral communication.
- Detect and distinguish sounds of specific program stipulations (i.e. classroom, program lab simulations).

Sense of Touch:

- Handling - Working primarily with hands/hand and requires the employee to sufficiently seize, hold, grasp, and turn with one or both hands.
- Fingering - Working primarily with fingers/finger and requires the employee to sufficiently pick up and pinch a variety of items.
- Feeling - Perceiving attributes of objects such as size, shape, temperature, or texture. Requires the employee to be able to primarily touch with the skin (primarily that of fingertips).

WORK ENVIRONMENT

CLASSROOM INSTRUCTION ONLY:

General office environment with standard office equipment available during classroom instruction. Lighting and temperature are adequate for classroom and course delivery. Moderate noise levels typical of an office environment due to staff/student conversations in classroom. May be exposed to outdoor weather conditions when traveling to outside or other campus sites. Job is sedentary in the classroom that is similar to an office environment. Possible exposure to communicable diseases.

CLASSROOM INSTRUCTION WITH KINETIC LABS:

General office environment with standard office equipment. Lighting and temperature are adequate. Moderate noise levels typical of an office environment due to staff/student conversations and office equipment. Additional equipment associated with ancillary instruction may be available and may have effect on lighting, sound, and temperature. Occasionally exposed to outdoor weather conditions when traveling to other locations. Some location visitations may not be climate controlled and are subject to a variety of temperatures that could include coldness, humidity, and higher heat levels than office

EMPLOYER STATEMENT AND EMPLOYEE AUTHORIZATION

EMPLOYER STATEMENT

Southeast Technical Institute has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors and/or Administrators as deemed appropriate. This document does not represent a contract of employment, and Southeast Technical Institute reserves the right to change this job description and/or assign tasks for the employee to perform, as it may deem appropriate.

EMPLOYEE AUTHORIZATION

I have read this job description and completely understand all of my job duties and responsibilities. I am able to perform the essential functions as outlined with or without reasonable accommodation. I understand that my job may change on a temporary or regular basis according to the needs of my location and/or department without it being specifically included in the job description. If I have questions about job duties not specified on this job description that I am asked to perform, I should discuss them with my immediate supervisor and/or an Administrator. I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor and/or Administrator. I have discussed any questions I may have about this job description prior to signing it.

Employee Signature: _____ Date: _____

Employee Print Name: _____

APPENDIX: FALL 2019 Semester

BUSINESS ADMINISTRATION:

Program/Section	Education	Experience
Business	Master's Degree in Business Administration or related field.	Minimum of five years of verified business related experience for area teaching.

ELECTRONICS:

Program/Section	Education	Experience
Electronics and Mechatronics	<p>Master's Degree in Electronics Engineering Technology or Electrical Engineering strongly preferred.</p> <p>Minimum of a Bachelor's Degree in Electronics, Engineering Technology, Electrical Engineering or Mechatronics required.</p> <p>Minimum of an Associate's Degree in Electronics Technology, Mechatronics or related field with 7 years of verified experience.</p>	<p>Minimum of five years of verified technical experience.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>

ENGINEERING TECHNOLOGY:

Program/Section	Education	Experience
Computer Aided Design (CAD)	<p>Master's Degree in Architecture, Civil Engineering, or Engineering Technology preferred.</p> <p>Minimum of a Bachelor's Degree in Architecture, Civil Engineering, or Engineering Technology required.</p>	<p>Minimum of five years of verified drafting or design experience teaching 2D and 3D computer-aided design and drafting courses using AutoDesk software tools.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>
Construction Management	<p>Bachelor's Degree in Construction Management, Architecture, or related field strongly preferred.</p> <p>Minimum of an Associate of Applied Science in Construction or a related field.</p>	<p>Minimum of five years of verified construction industry experience.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>

GENERAL EDUCATION:

Program/Section	Education	Experience
English	Master's Degree in the field of English or a Master's Degree with 18 graduate hours in	Minimum of three years' post-secondary teaching and applied

	English which covers rhetoric and compensation required. Ph.D preferred.	curriculum development experience preferred. Prior online teaching experience and utilizing Learning Management Systems preferred.
Mathematics	Master's Degree in the field of Mathematics or a Master's Degree with 18 graduate hours in Mathematics which covers algebra, geometry, and physics required. Ph.D preferred.	Minimum of three years' post-secondary teaching and applied curriculum development experience preferred. Prior online teaching experience and utilizing Learning Management Systems preferred.
Sociology	Master's Degree in the field of Sociology or a Master's Degree with 18 graduate hours in Sociology required. Ph.D preferred.	Minimum of three years' post-secondary teaching and applied curriculum development experience preferred. Prior online teaching experience and utilizing Learning Management Systems preferred.
Speech	Master's Degree in the field of Rhetoric or English or a Master's Degree with 18 graduate hours in Rhetoric or English which covers rhetoric. Ph.D preferred.	Minimum of three years' post-secondary teaching and applied curriculum development experience preferred. Prior online teaching experience and utilizing Learning Management Systems preferred.

HEALTH AND HUMAN SERVICES:

Program/Section	Education	Experience
Civil Law	Master's Degree in Law or Juris Doctorate in Law preferred.	Minimum of five years of verified business related experience for area teaching.
Early Childhood Specialist	Master's Degree in Early Childhood education or closely related educational field.	Minimum of five years of verified business related experience for area teaching.

HEALTH CARE AND MEDICAL TECHNOLOGY:

Program/Section	Education	Experience
Dental Assistant	Master's Degree in Dental Studies strongly preferred. Minimum of a Bachelor's Degree in Dental Studies required. Be credentialed and in good standing as a member of the	Minimum of five years of verified dental experience. Prior online teaching experience and utilizing Learning Management Systems preferred.

	Dental Assisting National Board as a Certified Dental Assistant.	
Health Core-Anatomy	Master's Degree in the field of Anatomy or a Master's Degree with 18 graduate hours in Anatomy which covers anatomy and physiology required. Ph.D preferred.	Minimum of three years' post-secondary teaching and applied curriculum development experience preferred. Prior online teaching experience and utilizing Learning Management Systems preferred.
Medical Coding/HCOS	Minimum of a Bachelor's degree in Medical Coding/HCOS or related health field required. Minimum of an Associate's degree in Medical Coding/HCOS or related field with 7 years of verified technical experience.	Minimum of five years of verified coding experience, Minimum of two years of post-secondary teaching and applied curriculum development experience preferred. Be credentialed and in good standing as a Certified Professional Coder or Certified Professional Biller or similar.
Surgical Technology	Minimum of a Bachelor's Degree in Surgical Technology required. Minimum of an Associate's Degree in Surgical Technology or related field with 7 years of verified technical experience. Be credentialed and in good standing by a national certificate program that is accredited by the National Commission on Certifying Agencies as a Certified Surgical Technologist.	Minimum of five years of verified surgical technology experience. Minimum of two years post-secondary teaching and applied curriculum development experience preferred.

HORTICULTURE TECHNOLOGY:

Program/Section	Education	Experience
Horticulture	Master's Degree in Horticulture or related field preferred. Minimum of Bachelor's Degree in Horticulture or related field required. Minimum of an Associate's Degree in Horticulture or related field and 7 years of verified horticulture experience	Minimum of five years of verified networking experience. Minimum of two years post-secondary teaching and applied curriculum development experience preferred.

INDUSTRIAL TECHNOLOGY:

Program/Section	Education	Experience
Welding	<p>Bachelor's Degree strongly preferred.</p> <p>Minimum of an Associate's of Applied Science with American Welding Society certificate required.</p>	<p>Minimum of five years of verified networking experience.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>

INFORMATION TECHNOLOGY:

Program/Section	Education	Experience
CIS Networking	<p>Master's Degree in Networking or Cyber strongly preferred.</p> <p>Minimum of Bachelor's Degree in Networking, Cyber or related field required.</p> <p>Minimum of an Associate's Degree in Networking with Bachelor's in Education or related field and 7 years of verified networking experience</p>	<p>Minimum of five years of verified networking experience.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>
CIS Programming	<p>Master's Degree in Computer Information or Computer Science strongly preferred.</p> <p>Minimum of Bachelor's Degree in Computer Information Systems or Computer Science required.</p> <p>Minimum of an Associate's degree in Networking with Bachelor's in Education or related field and 7 years of verified networking experience</p>	<p>Minimum of five years of verified programming experience.</p> <p>Minimum of two years post-secondary teaching and applied curriculum development experience preferred.</p>

MEDIA COMMUNICATIONS:

Program/Section	Education	Experience
Digital Media	<p>Master's Degree in Design or Digital Media preferred.</p> <p>Minimum of a Bachelor's Degree in the field of Design or Digital Media required.</p>	<p>Minimum of five years of verified business related experience for area of teaching.</p> <p>Experience in the areas of motion graphics, video production, 3D modeling, and animation.</p>