

Southeast Technical Institute
Sioux Falls School District 49-5
Construction Adjunct Instructor Job Description

POSITION SUMMARY

This adjunct faculty position will provide instruction to prepare students for an entry-level position in the Construction field. The instructor will be responsible for specific courses of instruction and student assessment/grading for these courses. The instructor will continually assess and enhance the program to meet Southeast Technical Institute'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.

The essential functions of a Southeast Technical Institute adjunct instructor are grouped into general areas and vary by the program-specific statements at the end. While this may not be a complete list of each detailed task, it describes them in general terms as to provide an overview of job responsibilities. As always, the instructor position will continue to change and evolve along with the listed responsibilities.

Essential Functions Statement(s)

- Honor and follow Southeast Technical Institute's Strategic Plan, Vision, Mission and Values to provide guidance for the program.
- Maintain required professional development hours to continue to support the program, curriculum, and assessment.
- Perform duties as assigned by academic administration.

Student-Centered Instruction

- Develop and teach a 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.
- 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.
- Prepare and present academic content using a variety of effective pedagogical methods and techniques to meet student needs.
- Coordinate student learning opportunities outside of the classroom including areas such as student tours.
- Provide a safe learning environment for all students.

Technology

- Utilize the Learning Management System to deliver courses that may include traditional, hybrid, online, evening or weekend format.
- Utilize Southeast Technical Institute communication and data storage systems to ensure effective communication to students and all Southeast Technical Institute employees.
- Operate and maintain any equipment utilized by the program.

Community & Industry Collaboration

- Utilize the community and industry as a learning resource and as an extension of the classroom.
- Assist administration with monitoring and maintaining program accreditation requirements.
- Build good interpersonal relationships and establish a positive rapport with students, colleagues, and industry, including student organizations and clubs.

Program Specific

- Educate students on the construction process.
- Respond to industry changes and assist with modifying the curriculum as needed.
- Teach courses that include:
 - Principles of construction building materials
 - Basics of construction blueprint reading
 - Construction methods
 - Building techniques
 - Principles of wood frame construction
 - Learning expertise in sheathing, house wrap, siding, and roofing
 - Understanding of elevations and dimensions
 - Understanding basic fundamentals of residential construction methods
 - Understanding job safety, and safe use of equipment and power tools

SKILLS & ABILITIES

Education:

- Associates Degree in Construction Technology with 5 years' experience as a Construction Manager

Experience:

- Minimum 3 years related experience required. Post-secondary teaching and applied 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).
- Ability to understand and utilize technology for online/blended instruction with a focus on the 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.

Certificates & Licenses

- Ability to attain South Dakota post-secondary credential.

Other Requirements

- Post-offer criminal background check required.
- Excellent interpersonal, influencing, and presentation skills required.
- Ability to utilize different methods and mediums in delivering course material.
- Experience in organizing and writing presentations of a technical nature.
- Experience in critical thinking, problem-solving, and judgment skills
- Ability to utilize different methods and mediums in delivering course material.
- Ability to develop and maintain professional relationships with students and colleagues.

PHYSICAL DEMANDS

<u>Physical Demands</u>		<u>Lift/Carry</u>	
Stand	C (Constantly)	10 lbs or less	C (Constantly)
Walk	C (Constantly)	11-20 lbs	F (Frequently)
Sit	O (Occasionally)	21-50 lbs	F (Frequently)
Handling/Dexterity	C (Constantly)	51-100 lbs	O (Occasionally)
Reach Outward	C (Constantly)	Over 100 lbs	O (Occasionally)
Reach Above Shoulder	F (Frequently)	<u>Push/Pull</u>	
Climb	F (Frequently)	12 lbs or less	C (Constantly)
Crawl	F (Frequently)	13-25 lbs	C (Constantly)
Squat or Kneel	F (Frequently)	26-40 lbs	F (Frequently)
Bend	F (Frequently)	41-100 lbs	F (Frequently)

N (Not Applicable) *Activity is not applicable to this occupation.*
O (Occasionally) *Occupation requires this activity up to 33% of the time (0 - 2.5+ hrs/day)*
F (Frequently) *Occupation requires this activity from 33% - 66% of the time (2.5 - 5.5+ hrs/day)*
C (Constantly) *Occupation requires this activity more than 66% of the time (5.5+ hrs/day)*

WORK ENVIRONMENT

Construction Laboratory setting that may include reduced climate-controlled setting. 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 an 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 environment standards. Possible exposure to communicable diseases.

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: _____