Job Posting

Faculty (Adjunct) Speech

Date Posted   **2/08/2024**
End Date: **Until Filled**

The primary responsibility of this individual is to provide quality instruction to Cisco College. Responsibilities include teaching a variety of courses in **Speech**. Teaching courses through various mediums, teaching at various locations and teaching a varied schedule of day and evening courses are also possibilities.

All Cisco College employees are required to accomplish assigned duties in an efficient, effective and competent manner and to strive for improvement and excellence in all work performed. Additionally, all employees cooperate and work harmoniously with College personnel and the public. All Cisco College employees follow College policies, rules, regulations, and guidelines that relate to the specific position.

A full job description is listed separately. This is a full time position with a generous benefit package. Benefits can be found on the Cisco College Website under the *Employment* section.

A **complete** resume package includes a *completed and signed* Cisco College Application (located on the Employment Page of our website at www.cisco.edu), cover letter, resume, and unofficial copies of transcripts. *Please ensure <u>all</u> required documents are included with your submission, as incomplete packages are returned unprocessed.*

Complete resume packages sent to the following address or email:

Laurie Kincannon
Director of Human Resources
Cisco College
101 College Heights
Cisco, Texas 76437
Office: 254-442-5121
humanresources@cisco.edu

Cisco College is an Equal Opportunity Employee

Cisco College
FACULTY JOB DESCRIPTION (ADJUNCT)
SPEECH

Job Title: Adjunct Instructor
Reports to: Division Chair

Job Summary

The primary responsibility of this individual is to provide quality instruction to Cisco College. Responsibilities include teaching a variety of courses in **Speech**. Teaching courses through various mediums, teaching at various locations and teaching a varied schedule of day and evening courses are also possibilities.

All faculty members at Cisco College are expected to accomplish assigned duties in an efficient, effective and competent manner, and to strive for improvement and excellence in all work performed. Additionally, faculty are asked to demonstrate a commitment to the comprehensive role of the community college as stated in the College Mission, and to cooperate and work harmoniously with College personnel and the public. All Cisco College employees are expected to follow College policies, rules, regulations, and guidelines that relate to the specific position.

Primary Duties

1. Provide quality learning experiences for students and maintain the integrity of course standards and objectives. Meet class punctually and keep class throughout the scheduled time as appropriate to provide quality learning experiences.
2. Follow the College's guidelines for course syllabi and state clear learning objectives and assessment criteria. Assess student learning and provide consistent feedback to students for improvement.
3. Support the overall college mission and submit all required paper work to appropriate areas in a timely and efficient manner.
4. Be available to meet with students as needed.
5. Actively seek to stay current in the instructional discipline and in teaching and learning theory by participating in professional development. Follow through by making adjustments in delivery of courses to provide quality learning opportunities for students.
6. Complete designated elements of the Faculty Evaluation Plan including such as student evaluations of courses and instruction
7. Cooperate and maintain professionalism with the Administration, Division Chairs, Faculty, Staff, and other members of the College community to facilitate the learning process.
8. Communicate clearly and effectively using the college network system, including email, word processing, and the Campus Connect / FAS Module.
9. Represent the College in a professional manner to all constituencies and the general public.

Minimum Qualifications

1. Credentials appropriate to the specific Academic Transfer, Developmental or Career and Technical Education position.
2. Effective verbal and written communication skills.

Preferred Additional Qualifications

1. Teaching experience at the college level.
2. Active participation in relevant professional activities and organizations.