



**NORTHWEST**  
LOUISIANA TECHNICAL COLLEGE

## **POSITION DESCRIPTION**

### **POSITION TITLE**

Adjunct Faculty

### **DEPARTMENT**

\_\_\_\_\_

### **APPOINTMENT**

Approved by the Appointing Authority

### **LINE AND STAFF RELATIONSHIPS**

Directly responsible to the \_\_\_\_\_

### **FLSA STATUS**

Exempt

### **DUTIES & RESPONSIBILITIES**

*(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Maintains a professional appearance.
- Projects a professional attitude toward the students.
- Cooperates with other agencies to promote technical and community college education.
- Adheres to all applicable Louisiana Community and Technical College System (LCTCS) policies.
- Adheres to all Northwest LTC policies and procedures found at [Northwest Louisiana Technical College](#).
- Submits all required reports in a timely manner.
- Maintains accurate grade and attendance records.
- Adheres to all laws pertaining to disclosure of student records.
- Demonstrates and encourages professional growth and improvement.
- Participates in local business and industry activities.
- Participates in faculty meetings and professional development days at the campus/College.
- Demonstrates appropriate work ethic (attendance, cooperation, etc.).
- Utilizes the approved curriculum.
- Develops clearly-stated course objectives and learning outcomes.

- Responsible for student completion, placement, and retention rates ensuring that they meet accrediting agencies standards.
- Responsible for providing training in the competencies essential to success in the occupation including attitudes, job knowledge, and skills.
- Organizes instruction in classrooms, shops, and laboratories as evidenced by course outlines, lesson plans, competency tests, and instructional materials such as textbooks, instruction sheets, and audiovisuals.
- Provides sufficient practice with equipment in order to develop skill proficiency.
- Ensures the objectives and content of the courses taught are current.
- Works with the Academic Department to ensure all Occupational Advisory Committee requirements are met and procedures are followed.
- Provides advisement services to assigned advisees.
- Submits course schedule and assists students with registration as needed.
- Maintains individual student progress data and ensures this is a part of the student's permanent record.
- Maintains current standard reference books, periodicals, and manuals of a business, professional, technical, and industrial nature to facilitate the educational program objectives.
- Maintains a healthful, safe, and secure classroom/lab environment.
- Posts emergency evacuation routes in case of natural or other disasters.
- Requests adequate equipment and supplies to support the program.
- Ensures all instructional equipment and supplies meet safety standards.
- Ensures tests and other means of assessing the achievement of student are sufficiently accurate.
- Evaluates follow-up data from completers and employers to obtain information concerning program effectiveness and relevance to improve the quality of the program where needed.
- Performs any other duties assigned by an administrative supervisor.

## **EDUCATION AND WORK EXPERIENCE**

- Transferable General Education Faculty  
Masters Degree from a regionally accredited college or university in the teaching discipline, OR Masters Degree that includes 18 graduate credit hours in the teaching discipline.
- Non-Transferable General Education Faculty  
Bachelor Degree from a regionally accredited college or university that includes 15 credit hours in the teaching discipline.
- Adjunct Faculty- Career Preparation Technical Diploma Programs  
Minimum of an associate's degree, four years or the equivalent of four years full-time work experience in the field related to the occupational program, and any certifications required by a regulatory agency or licensing board.

## **PHYSICAL REQUIREMENTS**

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, and handle or feel objects and controls. Must have physical capability to effectively use and operate various items of office related equipment such as, but not limited to, a personal computer, calculator, copier, and fax machine. Must be capable of standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, pushing, and pulling within the scope of assigned duties. May be occasionally required to drive a motor vehicle locally and out of town.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

*The job description does not constitute an employment agreement between the college and employee and is subject to change by the college as the needs of the college and requirements of the job change.*

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date