



CENTRAL LOUISIANA TECHNICAL COMMUNITY COLLEGE

Job Description

English Adjunct Instructor

CLTCC seeks a well-qualified, highly motivated individual to fill the position of Adjunct Instructor of English. Reporting directly to the Dean of Academics, the CLTCC English Instructor provides quality learning opportunities that assist students in meeting their educational goals and career aspirations. This individual has responsibility for teaching and learning, curriculum development, advising, professional development, institutional service, and community relations.

Duties and Responsibilities:

- Exhibits an uncompromising commitment to CLTCC as a learning-centered college through the College's mission, vision, values, core skills and learning outcomes, and delivery of instruction and services.
- Develops learning strategies and curriculum that will promote successful teaching and learning in a learning-centered environment.
- Facilitates learning through classroom activities, distance learning experiences, and out-of-classroom activities.
- Actively participates in continuous improvement planning through the assessment of learning outcomes at the course and department levels.
- Prepare or assist in preparing materials utilized within the department of academics when requested including course syllabi, SLO Assessment of each course, program outlines, and catalog materials.
- Selects and use appropriate learning materials and resources, including textbooks, Open Educational Resources, library resources, equipment, and supplies to enhance learning and to maintain program currency.
- Stays current with developments in the field of technology and learning theory.
- Demonstrates high-level professionalism in developing and/or implementing long- and short-range plans in accordance with the philosophy of a learning-centered college.
- Participates in institutional, and program/instruction committees, campus activities, and representation of the college in the community.
- Develops strong partnerships with appropriate community stakeholders in support of department and college improvement.
- Participates in department reviews, conducts research, and surveys, and prepares updates, reports, and plans.

- Continues professional development for the improvement of self and the department to meet the needs of a learning-centered college.
- Maintains current licensure, certification, or other professional credentials required for the position.
- Provides accessibility to students and colleagues as expected in a learning-centered college.
- Accepts teaching assignments scheduled during the day, evening, weekends, or online.
- Participates in student recruitment, retention, advising, and registration activities.
- Performs other duties as assigned by the Dean of Academics.

(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.)

Required Qualifications and Credentials:

- Master's degree or above in the discipline, or related field or a master's degree or above with a minimum of 18 graduate semester hours in the discipline.
- Previous teaching experience at the college or university level.
- Ability to communicate effectively both orally and in writing.
- Working knowledge/utilization of word processing, spreadsheet, and presentation software applications.

Preferred Qualifications and Credentials:

- Ph.D. in the discipline or Ph.D. with 18 graduate semester hours in the discipline.
- Minimum of the equivalent of one academic year of full-time teaching experience at the community college or university level.
- Familiarity with a learning management system (LMS) such as Canvas.
- Knowledge and/or experience with learning outcomes assessment.
- Demonstrated innovation within the field of education and/or technology.
- Evidence of effective problem-solving, critical thinking, and decision-making skills.
- Evidence of a career that includes a strong work ethic with a proven track record of project completion, multi-tasking, and the ability to handle high-pressure environments.
- Evidence of a willingness to accept responsibility for professional and personal growth.

Additional Requirements:

In accordance with LCTCS Policy #6:036, a criminal history check will be conducted on all new hires. LCTCS participates in the federal E-Verify system for identification and employment eligibility purposes.

Application Instructions:

Applicants for this position should submit:

- 1) A cover letter
- 2) Resume (to include date(s) of employment and date(s) educational degree was obtained)
- 3) Official college and university transcript(s) showing the awarded/conferred degree to meet educational qualifications. Unofficial transcripts are acceptable at application; however, original transcript(s) are due at hire
- 4) Names and contact information for three work-related references

Via email to: hr@cltcc.edu

Applications accepted until position is filled

Central Louisiana Technical Community College is committed to diversity and is an equal opportunity/equal access employer. CLTCC is also a State As a Model Employer (SAME) agency that supports improved employment opportunities for individuals with disabilities.