



## Job Description

<b>Job Title:</b>	Lecturer/Adjunct
<b>Job Class:</b>	Instructional
<b>Department:</b>	A&S, BEITW or Health Sciences
<b>Reports To:</b>	Dean
<b>FLSA Status:</b>	Non-Exempt
<b>Prepared By:</b>	Human Resources
<b>Prepared Date:</b>	04/18/2017
<b>Approved By:</b>	
<b>Approved Date:</b>	

**SUMMARY:** Provide leadership and instruction to the students of Washington State Community College. Performs other related job duties or responsibilities as requested or required, whether or not specifically mentioned in this job description by performing the following duties:

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. Other duties may be assigned.

Teaches courses using institution approved textbooks and syllabus

Prepares lectures, projects and student assignments

Attends course meetings as scheduled

Submits timely required college reports and forms

Provides timely, quality access to students

Evaluates students by a variety of means to measure their progress in achieving course objectives and inform them in a timely manner of their progress.

**SUPERVISORY RESPONSIBILITIES:**

Not applicable

**QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE:**

Associate's degree Automotive and Welding subject area's. Bachelor's degree in Electrical Engineer or Industrial Faculty subject positions. All other positions require a Master's degree in a related subject area with at

least 18 graduate semester hours in the specific area. Prefer computer literate.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Various depending on area of teaching

**LANGUAGE SKILLS:**

Fluency in English and ability to articulate technical concepts to students and other constituencies. Ability to understand spoken and written materials of others and to make self understood by others.

**MATHEMATICAL SKILLS:**

Competency in basic college math.

**REASONING ABILITY:**

Analyzes problems or procedures and decides on a correct course of action when a choice can be made; makes logical and timely decisions; identifies and applies logic and reason to resolution of problems; exhibits flexibility and willingness to learn; deals professionally with unexpected situations and operates with little or no direct supervision. Ability to cope with stressful circumstances and to cordially interact with coworkers to accomplish common tasks. Exhibits a willingness to assume additional duties; seeks the guidance of supervisor prior to beginning an unfamiliar assignment unless otherwise instructed.

**PHYSICAL DEMANDS:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Requires physical effort of varying degrees to operate clinical as well as classroom equipment such as demonstration dummies, personal protective equipment, overhead projector, Proxima, writing on chalkboard, conducting classroom activities. Requires ability to project voice in manner easily understood by students; requires extended periods of time seated at the computer preparing exams and advising students; mental stress from classroom issues and deadline pressures. Requires ability to move about campus and to clinical locations.

**WORK ENVIRONMENT:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Exposure to blood and body fluids as well as blood and air borne pathogens. Clinical conditions may vary.