



Job Description

Title	Temporary teaching faculty
Department	Academic
Program	English
Reports to	Program Director
Location	Mexican American Catholic College (MACC)
Work Schedule	Days and evenings as needed
Position type	As contracted
FLSA Status	Five-month agreement with monthly pay
Last Revision	December 7, 2023

Summary: The Mexican American Catholic College (MACC) invites qualified and experienced applications for semester teaching faculty in the area of English.

Adjunct faculty members are hired to teach during the Fall and Spring semesters and can teach one course or a full-time load, depending on student enrollment. This position may require day, evening, face-to-face or online instruction.

This applicant pool will remain online and be used to hire interested faculty as needed. Note that temporary faculty are assigned for one term at a time.

Under supervision of the Program Director, faculty will plan and implement curriculum for assigned course(s); effectively communicate class content to students in an online or face-to-face environment; evaluate students' progress in attaining goals, objectives, and student learning outcomes; assist in retention efforts. The primary duty is effective teaching of college-level courses in English.

Required Documents to submit with application:

- Resume/CV (Faculty)
- Cover Letter
- Example Syllabus
- Unofficial Transcripts, Official transcripts must be sent to Human Resources upon hire.

Position Responsibilities:

- *Following the course syllabus, develops course outline for each course assigned. The outline will include learning objectives and any required College information. Distribute the outline to campus administration and enrolled students on pre-determined dates.
- *Instructs the depth and scope of class materials as outlined in the syllabus and catalog, while relating such instruction to course and academic program outcomes as defined by course or program assessment plans.

- *Prepare and grade exams based on course objectives and published scheduled exams and returns all assignments/graded work in a timely manner.
- *Implements evaluation of outcomes assessments and achieves established results while maintaining college standards and student satisfaction.
- Works creatively in all assigned courses to keep students engaged to assist in increasing student retention.
- *Maintains student records and submits grades at the appropriate time.
- Provide responsive communication to student inquiries in a timely and professional manner.
- *Maintains a minimum of one (1) office hour per week per assigned course.
- *Participates in at least two Faculty meetings per semester.
- Maintain a strong commitment to excellence in teaching and a passion for engaging students in meaningful and intellectually stimulating ways.
- *Evaluate and select instructional materials such as textbooks, manuals, software, and tools in collaboration, as appropriate, with discipline faculty; order instructional materials according to college bookstore procedure to ensure timely delivery.
- Adhering to all applicable academic and employment policies identified in the Employee and Faculty handbooks, and academic catalog.
- Adhering to safety training and protocols on a daily basis and taking precautionary measure to ensure the safety and well-being of self, others.
- Responsible for protecting the confidentiality of any information or material obtained in the service with the organization to include but not limited to students' names and information, services rendered to students, donors names and gifts, internal and external investigations or results of any investigations, and financial information.
- Adherence to the Code of Conduct and the Faith and Moral Policy is mandatory.
- Every employee is required to take a solution-oriented approach in their interactions and undertakings, as well as being a team member that promotes collaboration and commitment to the Mission and Vision of the organization.
- Performs other duties as assigned.

Competencies

Competency	Description
Systematic	Ability to understand concepts and situations and see the systematic and systemic issues affecting people and the environment.
Developing Others/Leadership	Ability to see the potential in others and engage them in a way that leads to their ability and willingness to enhance their knowledge, skills and/or abilities to greater levels of proficiency. Ability to exhibit behavior and skills that contribute to superior performance by motivating others to become engaged and take action.
Solution Oriented	Ability to identify various challenges, think outside the box, be innovative, and formulate possible solutions.
Thorough	Ability to provide great care and attention to detail, while meeting deadlines, especially class times.
Pastoral	Ability to put academic concepts and issues in a pastoral way and orientation.

Minimum Qualifications:

- Education
 - Master's degree or higher in English or a Masters with 18 graduate semester hours in English taught from an accredited college or university; doctoral degree preferred.
- Experience
 - Academic and professional teaching experience within the teaching content.
 - Prior teaching experience is preferred.

Minimum Knowledge and Skills:

- Must be a Roman Catholic in good standing with the Church with thorough knowledge of Church Magisterium;

- Proven ability to design and develop talks, presentations, and educational and skill training programs, using multiple technology platforms (Learning and office software) to communicate with students and others, and the technical support required for these;
- Demonstrates a thorough and accurate knowledge in the English language;
- Experience with traditional face-to-face, hybrid and online courses and the ability to use MACC's Learning Management System (Populi) as well as technology-enhanced curriculum;
- Demonstrates analytical and organizational skills necessary to plan, implement and evaluate educational activities to assure compliance with established goals and objectives;
- Must be organized, self-motivated, work well independently and on a team;
- Must have and demonstrate strong interpersonal and communication skills, verbal and written, necessary to interact effectively with impeccable integrity with all College constituents;
- Must have good critical thinking and problem-solving skills.

Travel Requirements:

No travel requirements for the position, except to and from the College when teaching face-to-face courses.

Physical Requirements:

The position requires the following physical demands in the frequency noted.

C = Constantly (2/3 or more of the time)

O = Occasionally (Up to 1/3 of the time)

F = Frequently (From 1/3 to 2/3 of the time)

R = Rarely (less than one hour per week)

ACKNOWLEDGEMENT:

This document in no way states or implies the above duties are the only duties to be performed by the employee in this position. Requirements are a representation of minimum levels of knowledge, skills, and/or abilities. Employee acknowledges receipt and discussion of this job description.

This document does not create an employment contract implied or otherwise.

I acknowledge discussion and receipt of this job description.

I, _____ (**Employee's** Printed Name), have met with my immediate supervisor and reviewed the above job description. If I have any questions or concerns about my responsibilities, I will inform my immediate supervisor.

Physical Demands	Frequency	Physical Demands	Frequency
Lifting up to 25pounds	Rarely	Reach above shoulder height	Occasionally
Sitting	Frequently	Reach below shoulder height	Occasionally
Walking	Frequently	Driving	Frequently
Running	Rarely	Stooping	Rarely
Standing	Frequently	Pushing	Rarely
Bending waist (forward or sideways)	Rarely	Pulling	Rarely
Balancing	Frequently	Talking	Frequently
Squatting	Rarely	Hearing	Frequently
Climbing	Rarely	Crawling	Rarely
Repetitive motions	Occasionally	Other:	

Employee's Signature

Date

I, _____ (**Supervisor's** Printed Name), have met with the above employee to review the job description and requirements of the position.

Supervisor's Signature

Date