



ADJUNCT INSTRUCTOR – MLT/Phlebotomy
MLT DEPARTMENT
PART-TIME POSITION

JOB DUTIES AND RESPONSIBILITIES:

Teaching:

1. Prepares a syllabus for each course, obtains approval for each syllabus from the appropriate Department Chair, distributes syllabus to students at the beginning of class, reviews syllabus with students, and annually updates course syllabus as needed or as required.
2. Teaches courses assigned by an instructional administrator in accordance with the approved course syllabus for each course.
3. Teaches classes at the scheduled times and places; commences and concludes classes as scheduled.
4. Establishes and maintains a learning environment which encourages expression of ideas, stimulates questions on the subject matter, and generates student involvement in the learning process.
 - Demonstrates a command of the subject matter.
 - Demonstrates considerations for diverse cultural backgrounds using culturally responsive pedagogy
 - Promotes and encourages student engagement
 - Models and encourages a collaborative faculty-student relationship.
 - Promotes, utilizes and demonstrates knowledge and expertise of technology that enhances student learning and achieves program learning outcomes, course competencies and student learning outcomes.
5. Utilizes teaching methods and materials appropriate for students of varying educational and experiential backgrounds.
6. Complies with college procedures and requirements for student evaluation of instruction.
7. Revises teaching methods so as to be more efficient and effective in the teaching-learning process.
8. Maintains rapport with students, possesses adequate interpersonal skills, and is effective in delivering information to students.
9. Is successful in helping students achieve course/program competencies/outcomes as they have been identified in syllabus.
10. Encourages students to pursue appropriate college services; i.e., counseling (personal, academic, and career), support services, and others.
11. Identifies and refers students for tutorial and other support services as necessary to assure student success.
13. Conducts follow-up on all students referred to tutorial and/or other support services.

Record Keeping and Supervision:

1. Complies with College policies and procedures pertaining to grading, curriculum content, safety, security, and other areas.
2. Maintains attendance and grades for all classes using the learning management system, D2L. It is preferred that this process be maintained on a weekly basis.
3. Prepares and submits all required student progress reports and early alerts, recruitment materials, accountability reports, and curricular requirements on dates specified.

MINIMUM QUALIFICATIONS:

- Bachelor's degree
- MLS (ASCP) certification
- Must hold or be willing to obtain a Colorado Technical Education (CTE) Credential

PREFERRED QUALIFICATIONS:

- Previous teaching experience preferred; three years of full-time experience in the area/areas of teaching responsibility; knowledge and skills related to teaching adults, teaching methodology, evaluation, or willingness to plan for acquisition of these skills no later than the first year of teaching
- Have effective interpersonal skills, including the ability to collaborate successfully with faculty, students and administration
- Ability to work cooperatively and effectively with diverse student populations with special emphasis on first-generation, low-income, students of color, and non-traditional learners
- Demonstrate instructional quality; e.g., coursework or training in teaching methods and assessment of student learning
- Demonstrate an ability to improve all students' learning by assessing students, programs and campus outcomes and adjusting based on the data
- Experience with educational technology such as using a learning management system, telepresence, hybrid classes and a willingness to continue to learn and incorporate educational technology
- Educational philosophy in alignment with that of a small rural, comprehensive Community College and enthusiasm for this type of environment and the aspirations of its people

COMPENSATION:

\$414.54 - \$1174.06 per credit hour depending on education, experience, and number of students enrolled in courses

APPLICATION INSTRUCTIONS:

For consideration, an applicant file must contain:

1. Resume
2. Official transcripts (Office transcripts requested upon hire) - As part of our commitment to a fair hiring process, we invite you to redact any information from your transcripts that may be

confidential/protected under law, including your age, date of birth, or dates of attendance/graduation.

Please submit the application file to:

Kelsey Barbee

Director of Human Resources

Otero College

via email at kelsey.barbee@otero.edu

719 384-6824

Application Deadline: Open Until filled – 1st review will begin on November 15, 2024

Applicants must submit to and pass a background check before an offer of employment can be extended.

****Please Note: Otero College is not able to provide sponsorship for applicants who do not currently have the legal right to work in the United States or require transfer of a Visa.****

****Must be a resident of the State of Colorado or able to relocate to Colorado prior to the first date of employment. ****