



# SAN DIEGO CHRISTIAN COLLEGE

## JOB DESCRIPTION

**Position:** Online Program Adjunct Faculty

**Reports to:** Department Director

**Department:** 210-400

**Status:** Non-Exempt

**Percent of Full-Time:** Variable (no more than 50%)

**Position Number:** SDCC-2020-06-18

### **POSITION OVERVIEW**

San Diego Christian College (SDCC), as an academic and learning community, aims to prepare academically equipped, culturally and globally involved graduates with a biblical worldview and godly character to serve God. SDCC is a religious, non-profit organization (501c3) registered in the state of California. It is our mission to educate and inspire students through the truth of Scripture and the development of competencies that prepare graduates whose purpose is to impact the world.

**Online Programs Adjunct Faculty** at SDCC equip students with the academic preparation and biblical worldview integration necessary to influence and impact the world for Christ.

### **ESSENTIAL FUNCTIONS**

1. Student Instruction (50%)
  - a. Prepare for each class session, taking into consideration diversities in learning styles
  - b. Guide on-ground-or online activities and respond to students within a 24-hour time period during the duration of the course
  - c. Record attendance through the current Student Information System according to the online and on ground class policies and notify the Online Programs office immediately of any changes in the class roster
  - d. Post at least one video message weekly in announcements
  - e. Post multiple announcements for students to have regular contact with the instructor
  - f. Post weekly attendance in SIS (Populi) (onsite classes only)
  - g. Plan for and provide alternatives for students to make-up work in the event of an administratively excuse absence
  - h. Committed to student spiritual formation through the integration of a biblical worldview into the discipline
2. Course Preparation (30%)
  - a. Review syllabi and selected textbooks and/or course materials at least 1-month prior to the course beginning
  - b. Attend one professional development opportunity annually
  - c. Complete the Online Instruction Certification (this is for first time online faculty only)
  - d. Follow the syllabus provided by the Online programs
  - e. Within one week of agreeing to teach a specific course, please contact the Director of Online Programs Instruction & Services to obtain access to the course, to review the course, and to schedule your course onboarding session.
  - f. Confirm textbook access for the courses
  - g. Utilize the gradebook and attendance modules in Populi
3. Student Assessment (10%)
  - a. Plan for multiple assessment measures of student learning
  - b. Grade and return assignments in a timely manner with appropriate feedback and using assigned rubrics

- c. Submit final grades through the SIS by the guidelines of the academic policy within one week of the final class session.
  - d. Encourage students to complete the anonymous *Student Evaluations of Instruction* during week five of the course
4. Professional Development (10%)
- a. Attend the New Online Programs Faculty Orientation (first time faculty only)
  - b. Attend the annual Faculty Orientation (virtually or in-person)
  - a. Maintain currency with the philosophical and andragogical developments in one's field.
  - b. Conduct self-evaluation as required.
  - c. Complete the online written biography
  - d. Complete training on Populi before the course begins
  - e. Support departmental efforts for program development and maintenance.

The above summary of duties represents the major functions and tasks but is not intended to be an exhaustive list of all responsibilities. Therefore, the individual may perform other related tasks as required due to business necessity.

## **POSITION REQUIREMENTS**

### **Knowledge**

- Master's degree in a related field. Doctoral or terminal degree preferred
- Prior teaching experience and/or demonstrated ability to clearly communicate to groups of varying sizes.
- Strong knowledge of highly effective teaching methodologies for multiple learning styles (kinesthetic, auditory, visual)
- Familiar with Microsoft Office Suite (particularly Word, Excel, PowerPoint)
- Familiar with Learning Management Systems and Student Information Systems. Populi preferred.

### **Skills**

- Highly effective interpersonal skills; skilled in tactful diplomacy and conflict resolution.
- Outstanding organizational skills.
- Strong written and oral communication skills.
- Demonstrated skills and techniques to recognize problems and find solutions that uphold SDCC's core values.
- Self-motivated and flexible with strong organizational skills and the ability to work well with timelines and short deadlines.

### **Abilities**

- Proven ability to interact in a consistently positive & flexible manner with students, staff, faculty.
- Ability to multi-task and effectively prioritize workload with frequent interruptions.
- Team player that builds and gives mutual trust and respect.
- Ability to work independently with minimal direction.
- Strong ability to collaborate.

### **SDCC Employee Expectations:**

- Active integration of faith in Jesus Christ in the workplace.
- Adherence to conflict resolution as listed in Matthew 18 and Ephesians 4:15.
- Treat all people (colleagues, students, guests, etc.) with dignity, respect and courtesy.
- Regular attendee of a Bible-based church.
- Proactive participation in SDCC Strategic Initiatives.
- Successful completion of a background check.
- Understanding, agreement and adherence to the SDCC Community Covenant.
- Adheres to policies and procedures as outlined in the applicable SDCC handbook.

### **Physical Requirements**

Ability to stand, walk, reach, see, key, hear, work independently, and communicate effectively lift and carry up to 20 lbs (with or without assistance). This position requires long periods of sitting, standing, walking and talking.

### **Mental Activities**

Frequent oral communication, reading, writing, calculating, reasoning, analyzing.

**SPECIAL CONDITIONS OF EMPLOYMENT**

- Background check required.
- Must be available to work nights and weekends as needed

**Employment At-Will:**

All employees of SDCC are at-will, and as such, are free to resign any time without reason. SDCC, likewise, retains the right to terminate and employee's employment at any time with or without reason or notice. Nothing contained in this job description or any other document provided to the employee is intended to be, nor should it be, construed as a guarantee that employment or any benefit will be continued for any period of time. No manager, supervisor or employee of SDCC has any authority to enter into any agreement for employment for any specified period of time or to make any agreement for employment other than at-will.