



SAN DIEGO CHRISTIAN COLLEGE

JOB DESCRIPTION

Position: Adjunct Faculty

Reports to: Department Chair

Department: 210-235

Status: Non-Exempt

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

Position Number: SDCC-2019-12-17

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.

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. Record attendance weekly for each class session through Populi
 - b. Prepare for each class section, taking into consideration diversities in learning styles.
 - c. Teach every class or provide a qualified substitute in case of your absence.
 - d. Respond to student emails within 24 hours.
 - e. Provide alternatives for students to make-up work in the event of an administratively excused absence.
2. Course Preparation (30%)
 - a. Attend the all Adjunct Orientation and classroom technology sessions, prior to the commencement of the semester.
 - b. Review syllabi and select textbooks and/or course materials.
 - c. Update syllabi for each course in accordance with guidelines provided in the Faculty Handbook. Two weeks prior to the start of class
 - d. Submit syllabi comments and suggested changes to Department Chair for syllabi revision
 - e. Upload approved syllabi of syllabi to Populi prior to the first day of class.
 - f. 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 (i.e. within a week).
 - c. Plan for and administer final exams.
 - d. Submit final grades through Populi by the deadline listed on the Academic Calendar.
 - e. Utilize LiveText as needed, in accordance with the class syllabus.
4. Professional Development (10%)
 - a. Remain current with the developments in one's field.
 - b. Conduct self-evaluation as required.
 - c. Complete necessary training for Populi
 - d. 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 or equivalent combination of education and experience.
- 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 Student Information Systems and Learning Management 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.