

Central Christian College of Kansas

Online Adjunct Instructor: History

Department/Division: Humanities
Direct Supervisor: Division Chair and Chief Academic Officer
Effective Date: FA 2023
Status: Adjunct
Location: Virtual

JOB SUMMARY

This incumbent is responsible for facilitating online undergraduate courses in American Government, Civics, and History. The College hosts courses in 6-week segments, on a rolling basis, using CANVAS and other instructional technology. The instructor primarily acts as a facilitator, adding expertise and insight in addition to the prescribed coursework embedded in the LMS. Teaching assignments are assigned in accordance with College policy and availability of the instructor. The position carries with it an obligation to uphold the college faith heritage and mission.

EDUCATION, EXPERIENCE, SKILLS, & ABILITIES

- Graduate or terminal degree in History, American Government, or Civics, or a Graduate or terminal degree in a related field, with a minimum of eighteen (18) hours in History, American Government, or Civics.
- At least one year of teaching experience at the high school and/or college level; experience in online learning and engagement preferred
- Must be able to relate and communicate with young adults and adults
- Skillful experience communicating through multiple mediums and modes (i.e., telephone, ZOOM, TEAMS, face to face, etc.)
- Experience with CANVAS preferred

DUTIES & RESPONSIBILITIES

The duties listed below are not designed to be comprehensive. Some duties, responsibilities, and standards may be added, subtracted, and modified as appropriate to the needs of the College.

TEACHING:

- Responsible for delivering the knowledge, skills, and experiences each student needs to successfully achieve course learning outcomes as outlined in the course syllabus
- Equip students with the tools and skills necessary to critically engage topics, incorporating Biblical principles into the content area and providing for theological reflection
- Utilize appropriate technology for instruction
- Employ culturally competent teaching methodologies in the virtual classroom inclusive of all student populations
- Monitor posts, provide timely feedback and encourage frequent and appropriate posts on course content

- Leverage applicable teaching moments and other communication opportunities through the use of weekly announcements, emails, postings, and other communiques.
- Advise students in matters related to academics, attendance, and behaviors
- Respond to student questions within 24 hours of requests
- Assess student assignments, giving substantive feedback and critical evaluation within one week of the due date for the assignment
- Maintain and report student grades and attendance in accordance with policy
- Fulfill three faculty development sessions per year
- Assign, maintain, and submit grades, and maintain other appropriate records, in accordance with FERPA regulations and institutional policy.
- Provide academic mentorship and pastoral guidance in relation to the heritage and mission of the College.
- Monitor posts, provide timely feedback and encourage frequent and appropriate posts on course content
- Provide academic mentorship and aid the spiritual formation of students in alignment with the faith heritage of the College
- Respond to the special needs and reasonable accommodations of students with disabilities, as determined by the institution

SERVICE AND PROFESSIONAL DEVELOPMENT:

- Be committed to professional development by keeping current in their respective discipline and attending require professional developments, including annual FERPA and Title IX training
- Ensure compliance with regulatory requirements, including licensure and/or accreditation
- Uphold the mission of the College and abide by College related values and standards
- Update course syllabi and content in consultation with the Academic Office

NOTICE OF NON-DISCRIMINATION

Central Christian College of Kansas recognizes the benefits of maintaining a diverse faculty and staff who can provide a wide spectrum of perspectives and experiences representing the creativity of a loving and innovative God. Central Christian College of Kansas reviews all applications and hires individuals based on their qualifications for the position. The College does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, marital status, parental status, or military or veteran status. As a Christian college, affiliated with the Free Methodist Church of North America, Central Christian College of Kansas asserts its right to employ persons who subscribe to the intent, heritage, vision, mission, Statement of Beliefs, Core Values, and Lifestyle Expectations as articulated in the Policy and Procedures Manual of the institution.

AFFIRMATION

As attested by signature below, I affirm that I have read, understand, and agree to fulfill my duties in accordance with the expectations set herein. I also recognize that this job description is not designed to outline a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time, with or without notice.

Print Name

Signature

Date