



JOB DESCRIPTION



INFORMATION			
Job Title	<i>Adjunct Instructor – Teaching Credential Program</i>	EEOC Job Classification	Professional
		FLSA Classification	Non-exempt
Department	School of Education, Teaching Credential Programs	W/C Classification	8868 – Administration/Faculty
Reports To	Dean, School of Education	Effective Date	3/18/2021

SUMMARY
Advance the mission and vision of TMUS by using experience in education, certification, and in K-12 teaching to teach courses on a semester by semester basis as adjunct faculty in the Teaching Credential Programs in the School of Education for ED530B Teaching Strategies for Elementary School (Science, Social Studies, etc.).

ESSENTIAL JOB FUNCTIONS
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. <ul style="list-style-type: none">• Design a semester length course consistent with other current and previously taught courses with the same course title.• Develop all necessary course materials including: syllabi, course handouts, assignments, examinations, and projects.• Upload all necessary documentation to the course homepage in TMU's Course On-line Management System (Canvas).• Develop and present all class lectures as outlined in the course syllabus.• Respond to course-related student questions.• Complete all grading of student work in a timely fashion.• Complete assessment of any institutional assessment student portfolio items associated with the course.• Submit final course grades to the Registrar's office within 72 hours of the completion of the course final examination.• Perform other miscellaneous job-related duties as assigned.

QUALIFICATIONS
<ul style="list-style-type: none">• Has a personal relationship with Jesus Christ, a demonstrated commitment to the doctrinal position of TMUS, and a continuous exhibition of a desire to minister and serve others in varied capacities.• Demonstrated ability to establish and maintain effective working relationships with staff, faculty, vendors, students, &/or community members of diverse academic, socio-economic, cultural, & ethnic backgrounds.• Exercise confidentiality, good judgment and discernment.• Commitment to respect and submit to departmental and Institutional leadership.• Strong oral and written communications skills encompassing the ability to monitor and appropriately adjust expectations of our constituents and valued partners.• Able to maintain appropriate demeanor especially in cases of high stress and volatility.• Skilled in course development.• Ability to teach students effectively, evaluate their performance, and create a supportive learning environment.

- Understanding of how grading systems and Canvas or other on-line course management systems work.
- Must be very detail oriented.
- Must successfully pass a background investigation.

SUPERVISORY RESPONSIBILITY

- This position has no supervisory responsibility.

EDUCATION AND EXPERIENCE

Minimum requirements for this position:

- Minimum master's degree in education-related area and/or subject area related to course(s) assigned.
- Hold California teaching or other credential in appropriate subject area related to course(s) assigned.
- Experience: minimum 5 years teaching in K-12, related to course(s) assigned; supervisory or administrative experience a plus.
- Proficient in Microsoft Office Suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- While performing the duties of this job, the employee is regularly required to talk, hear, speak, stand, and walk.
- Repetitive motions on a keyboard and looking at a computer monitor for an extended duration of time is required.
- This position requires the ability to occasionally lift, push, pull, grasp, and bend while lifting up to 30 lbs.
- There is no travel requirement for this job.

ADDITIONAL INFORMATION

Please note this job description is not designed to cover or contain 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.

The Master's University & Seminary does not discriminate on the basis of race, color, national origin, ancestry, gender, age, marital status, veteran status or prior military service, medical condition, or any physical or mental disability. We are committed to practicing principles of equal employment opportunity and diversity based upon sovereign Biblical principles.