



**JOB TITLE:** Adjunct Education Faculty

**REPORTS TO:** BSEE Program Director

**DEPARTMENT:** Social Sciences

**START DATE:** January 2022

**CLASSIFICATION:** Adjunct Faculty

**SALARY:** By Credit Hour

Adjunct faculty member (face-to-face or online) to Teaching Exceptional Elementary Students (3 credit hours) course which will prepare teacher candidates to work collaboratively with families and school personnel to positively impact the social, educational, and behavioral development of all students including those with disabilities. It should focus on knowledge of legislative mandates for serving exceptional students, the characteristics of exceptionality, best practices to facilitate learning and accommodations, and accountability through assessment outcomes.

**General Function:** Teach a 3 credit hour course: Teaching Exceptional Elementary Students. Must meet required number of hours per week and follow College policy as outlined in the contract.

**Duties and Responsibilities:** Adjunct faculty members are evaluated by the Division Coordinator each semester. All adjunct faculty members, face-to-face and online, are expected to teach using a Canvas shell. Adjunct faculty members are expected to attend faculty workshops and regularly scheduled faculty meetings whenever possible. Adjunct faculty members are to be available at least two hours each week to meet with students during the semester in which they are employed. The Division Coordinator provides results of the adjunct faculty member's evaluation to the Dean of Academic Affairs, and the evaluation is filed in the adjunct faculty member's official file by the conclusion of each semester.

**Minimum Requirements:** Master's degree in special education or a master's degree with at least 18 hours in special education from a regionally or nationally accredited college or university; preferred special education certification from the state of Georgia; three years teaching experience at the elementary level preferred; excellent written and verbal communication skills; ability to work a flexible schedule; must be authorized for unrestricted employment in the United States indefinitely with no immigration sponsorship needed.

**Working Conditions:** Clinical and classroom environment with minimum lifting (25 pounds) required. Flexible hours to include varying clinical setting shifts/schedules.

Applicants should complete the Quick Application located on Andrew College website for the desired position along with submitting a cover letter, resume, unofficial transcript(s), statement of teaching philosophy & three references with telephone numbers to:

<https://www.andrewcollege.edu/employment-opportunities/>

Jennifer Mitchell, Director of Human Resources  
hr@andrewcollege.edu

*Andrew College—the United Methodist beacon of educational, spiritual, and cultural uplift to Southwest Georgia since 1854—prepares students for lives of servant leadership and purpose through higher education that is relevant to its region and beyond. Andrew College does not discriminate on the basis of race, color, religion, gender, age, creed, national origin, or disability in its employment policies.*