

**FRESNO COUNTY SUPERINTENDENT OF SCHOOLS  
CERTIFICATED TEMPORARY POSITION**

JCN: 9206  
EXEMPT

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**CTEC HIGH SCHOOL ADJUNCT FACULTY**

**BASIC FUNCTION:**

Under the direction of the assigned supervisor, provide Community College Dual Enrollment instruction to Career Technician Education Charter (CTEC) high school students enrolled in the program.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

- Adhere to the Admission and Records (A & R) college course meeting times in compliance with appropriate weekly student contact hours as stipulated in the Course Outline of Record (COR) and the college schedule of classes.
- Adhere to the Student Learning Outcomes (SLOs) stipulated in the COR; assist with recording and mapping SLO's in accordance with departmental guidelines.
- Comply with college rules regarding census roster certification, official drop dates, and grade submittal.
- Develop and provide a syllabus to assigned students containing all information according to the guidelines set forth in the college Faculty Handbook.
- Maintain accurate attendance records for each student in compliance with Positive Attendance documentation requirements; submit grades to the college's Admissions and Records office.
- Make students aware of the services offered regarding placement testing, assessment, counseling, tutorial hours.
- Meet regularly with college faculty and/or with applicable department as assigned.
- Participate in course evaluation processes, including student questionnaires in accordance with appropriate timelines by the college dean or his/her designee.
- Teach assigned college course according to the COR approved by the college Curriculum Committee and the Board of Trustees.
- Utilize contents of the college Faculty Handbook, when applicable.
- Utilize email account provided by the college to officially communicate with college and with district personnel and students.
- Utilize Web-Advisor to certify rosters, drop students, submit grades, and submit Positive Attendance documentation containing each student's individual contact hours.

**OTHER DUTIES:**

- Ability to work a flexible schedule.
- Drive a vehicle to conduct work, using own transportation.
- Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

- Minimum Qualifications as defined by State Center Community College requirements for Adjunct Faculty.

**LICENSURE AND OTHER REQUIREMENTS:**

- Employed and assigned to a full-time CTEC High School Teacher position.
- Minimum Qualifications as defined by State Center Community College requirements for Adjunct Faculty.

**WORKING CONDITIONS:****ENVIRONMENT:**

- Career education classroom, laboratory, shop and/or working environment.
- Drive a vehicle to conduct work, using own transportation.
- Office and/or school facility environment.
- Regular interruptions.
- Small and large group meetings.

**PHYSICAL DEMANDS:**

- As specified in applicable CTEC High School Teacher job description.

The physical demands and working conditions are representative of those that must be met by an employee to successfully perform the essential functions of this position, subject to reasonable accommodation.

*This position description may not be an exhaustive list of all duties, knowledge, or abilities associated with this classification; however, it is intended to accurately reflect the principle job elements. Related duties, knowledge, or abilities to those expressly stated may also be required for successful performance of the position.*

**APPROVED:**

Effective: July 1, 2018