WFD Part-Time Instructor
Job Description

Pay Grid:	Part-time Instructor
Status / FLSA Status:	Part-Time / Exempt
Classification:	Faculty
Department:	Workforce Development
Reports to:	Dean of Workforce Development
Work Location:	Main Campus, Oglesby, Illinois
Hours of Work:	1 Course (Approximately 6 to 8 hours a week)

POSITION SUMMARY: The Division of Workforce Development seeks to be the leading employer resource in the Illinois Valley. Many of our part-time instructors are currently industry leaders who work during the day and lend us their real-time expertise in the evening and on weekends. Opportunities may exist for industry professionals in: Automotive Technology, AutoCAD, Cybersecurity, IT Networking, Industrial Maintenance, Industrial Electrician, Manufacturing, Engineering (3D-Design, Blueprint Reading, Industry Mathematics), HVAC, Rigging, and Welding.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Availability to teach at least one course that may meet up to twice a week.
B. Ability to provide relevant real-world industry application to coursework.
C. Committed to support student learning in a work-based atmosphere.
D. Able to follow through with grading and attendance protocols by college deadlines.
E. Willingness to develop real world learning labs and provide industry perspectives and experience.
F. Create real world skill competency-based metrics to measure success.
G. Willingness to collaborate with other faculty.
H. Available for at least 1 training day prior to the start of the semester to ensure training on our student engagement platforms.

OTHER DUTIES AND RESPONSIBILITIES:

- Timely reporting of grades and attendance by due dates.
- Reporting of students that may need additional support to succeed.
- Work collaboratively with Workforce Team.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

1. A minimum of 2 years of industry experience required.
2. AAS preferred along with the above experience.
3. Current and relevant industry certifications in area of expertise. (ASE/CISCO/CWI etc.)

PHYSICAL DEMANDS / WORK ENVIRONMENT: *The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical demands for this position include some light lifting and the ability to stand, sit, walk, reach, stoop, bend, push, pull, kneel, climb, use hands and fingers, and talk/hear for extended periods of time. The work environment for this position includes a typical office environment with no extremes in temperature, noise, and limited physical risk.

The position is “at will”, which means that either party may terminate the employment relationship with or without cause, for any reason or no reason at all, immediately upon notification given to the other party.