



# Martin Community College

## Office of Human Resource

1161 Kehukee Park Road  
Williamston, NC 27892

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[www.martincc.edu/jobs](http://www.martincc.edu/jobs)

### An Equal Opportunity Employer

*Martin Community College does not discriminate on the basis of race, color, religion, national origin, sex, age or disability. It is the College's intention that all qualified applicants be given equal opportunity and that selection decisions be based on job-related factors.*

## Position Vacancy Announcement: Adjunct Instructor, Early Childhood Education (Online) Spring 2021

<b>Position:</b>	<b>Adjunct Instructor, Early Childhood Education (Online)</b>
<b>Job Summary:</b>	Teaches assigned online courses in Early Childhood Education. Reports to the CTE Division Chair. Job duties include organizing a semester course following departmental guidelines, creating course materials (tests, handouts, lectures, slides, assignments, rubrics, models, activities, group work), determining a fair grading system, setting up materials on Moodle (grade book, tests, lectures), setting up policies compliant with departmental and school regulations, holding student conferences as needed, and creating lesson plans. Instructors will keep attendance using College provided Attendance Sheets, complete FTE and progress reports as required, correspond with students and supervisors through e-mail in a timely manner, submit grade and attendance reports as required, work with students registered with Disabilities Services, and be accessible to supervisors by phone and email. Instructors will complete all compulsory training in regards to FERPA, Title IX, and Campus Safety. Instructors should deal with student issues professionally and report unresolved issues or classroom incidents to their supervisors. Instructors must adhere to all division and campus policies and procedures.
<b>Qualifications:</b>	Required: <ul style="list-style-type: none"><li>• Masters' in Early Childhood Education, Child Development or Family Relations</li><li>• Administrative and direct childcare experience</li><li>• At least one year of teaching experience at the college level</li><li>• Experience with LMS (Blackboard/Moodle)</li></ul>
<b>Anticipated Hiring Range:</b>	\$31.24; Salary will be determined by candidate's education and experience related to higher education
<b>Additional Information:</b>	NONE
<b>Benefits:</b>	NONE
<b>FLSA Status:</b>	Non-Exempt (Hourly)
<b>Application Deadline:</b>	Applications review begin October 2020 – Open Until Filled; Position start date January 2021

### SUBMISSION OF APPLICATION:

Applicants interested in applying for the above position should submit:

- Completed and signed Martin Community College application (<http://www.martincc.edu/jobs>)
- Copy of college transcripts (originals will be required if offer of employment is extended)
- Resume and cover letter (not accepted in lieu of application)

Application materials may be submitted via email to: [humanresources@martincc.edu](mailto:humanresources@martincc.edu) with position title in the subject line OR mailed to: Martin Community College, Attn: Office of Human Resources 1161 Kehukee Park Road Williamston, NC 27892