

**Part-Time Dual Credit Instructor
Lee College**

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Posted Apr. 2, 2025, set to expire Jul. 29, 2025

Job Title	Part-Time Dual Credit Instructor
Department	Dual Credit Programs
Institution	Lee College Baytown, Texas
Date Posted	Apr. 2, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Lecturer/Instructor
Academic Field(s)	Medicine Health Sciences Fine Arts - Other Culinary Arts/Food Management Business Agriculture/Vet Med Engineering Education Law Humanities - Other Social Sciences - Other Sciences - Other Vocational/Technical
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Job Description	

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Part-Time Dual Credit Instructor

Salary:

Job Type: Part-Time

Job Number: FY2300067

Location: Main Campus - Baytown, TX

Division: Provost/Academic & Student Affairs

Position Overview

This position is responsible for delivering quality instruction at the applicants high school during school hours while maintaining course quality and rigor.

Adjunct faculty must complete the Lee Teaching Online Certification course or provide documentation of training in distance education.

Essential Duties & Responsibilities

- Teach freshmen and sophomore college level courses in which you are qualified and vetted to teach.
- Qualified applicants must be committed to student learning, integrating technology into the curriculum, and encouraging engaged scholars.
- Provide syllabi, assignments, evaluations, and samples of student work to dual enrollment liaison, as requested.
- Teach assigned classes in keeping with approved syllabi, outlines, and instructional materials.
- Maintain accurate student records in compliance with Lee College requirements.
- Submit required student reports to the Dual Credit and Admissions & Records Office.
- Direct, evaluate, assess, and report the learning outcomes of the students in a timely manner as required by Southern Association of Colleges and Schools Commission on Colleges and The Higher Education Coordinating Board in accordance with adopted curricula and approved procedures.
- Provide counsel/guidance to students when there is a need.
- Participate in Campus and Dual Enrollment Office professional development, in addition to any

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other activities specific to subject area.

- Use the same textbook as selected and approved by the department.
- Verify class roster by the day of record.
- Submit grades to the Lee College Dual Credit Office in a timely manner: pass or fail (P/F) every three (3) weeks; and final numeric grades per due dates set by the college.

Additional Duties & Responsibilities

- Recruit for and promote the Dual Credit program.
- Perform other duties as assigned.

Minimum Education, Experience, Knowledge, Skills & Abilities

- Currently employed by a high school
- Academic Courses:
 - Master's degree in the teaching field or Master's degree in any field with 18 graduate hours in the teaching field
- Technical Courses:
 - Same qualifications as those listed for academic courses or
 - Bachelor's degree plus three (3) years of related (non-teaching) work experience in the field to be taught or
 - Associate's degree or successful completion of sixty-four (64) semester hours and five (5) years of related (non-teaching) work experience in the field to be taught or

Preferred:

- Previous teaching experience at a community college
- Knowledge of Blackboard Learning Management System

Lee College does not discriminate on the basis of race, color, religion, sex (including pregnancy, gender identity and sexual orientation), national origin, age, disability, veteran status, genetic information or any other basis protected by law.



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To apply, please visit <https://www.schooljobs.com/careers/lee/jobs/3611076/part-time-dual-credit-instructor>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

N/A

Lee College

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