JOB DESCRIPTION

<table>
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<tr>
<th>Position Title:</th>
<th>Adjunct Faculty Programming Instructors Needed For:</th>
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<td>• Python</td>
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<td>Reporting Relationship:</td>
<td>Director &amp; Professor of Engineering</td>
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<td>Position Type:</td>
<td>Exempt</td>
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<tr>
<td>Time Commitment:</td>
<td>Part-Time</td>
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<tr>
<td>Work Location</td>
<td>Sunnyvale, California, 94089</td>
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Local Candidates Only

Position Summary:
Located in Sunnyvale, Cogswell Polytechnical College is a WASC regionally accredited 4-year institution of higher education with a curriculum that fuses art, engineering, and entrepreneurship. It has a distinguished 127-year history in California and has always been associated with best practices in the industries and communities it serves.

Cogswell is seeking part-time Faculty in the SWE programs for the following course:

**SWE100 INTRODUCTION TO SCRIPTING: PYTHON.**

*Time-slot - MW, 10:30 – 12:30*

Additional Information Regarding Classes:

SWE100 INTRODUCTION TO SCRIPTING: PYTHON
A first course in programming for most students.
Taken by both engineers and art majors.

The course description from the Catalog:
“This class is a practical introduction to programming, using Python. Topics include declarative and imperative knowledge ("what" vs. "how"), problem breakdowns, and examples of declarative and imperative systems of computation. Students will implement several small programming projects in areas chosen by the class. By the end of the course, students will be able to implement their own programming projects, either independently or in collaboration with others.

This is a 3 credit course, which equates to 60 contact hours a semester, half lab half lecture. A semester is 15 weeks, which translates to 4 hours contact a week.

**Classes start:** January-20th. Last day is May-9th.
**Knowledge & Skill Set Requirements:**

| Experience: | • Ability to work with and help students. Teaching experience in an academic or professional setting is preferred.  
• Demonstrated excellent communication skills. |
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<tr>
<td>Domain-specific knowledge:</td>
<td>N/A</td>
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<td>Organizational skills:</td>
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<tr>
<td>Communication Skills:</td>
<td>Possesses good oral, written and listening skills. Has the ability and willingness to discern and meet the needs of students. Has the ability to establish interpersonal rapport and relate to individuals from a wide range of backgrounds and cultures.</td>
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<tr>
<td>Computer Skills:</td>
<td>Strong computer skills including ability to collect and analyzes information. Competent with Microsoft Office Word, Excel and PowerPoint. Ability to learn new programs.</td>
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<td>Teamwork:</td>
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**Educational Requirements:**

- Bachelor’s degree is required. Masters degree is preferred.
- Bachelor’s degree is only acceptable with extensive software industry experience.
- Minimum of 3 years of professional experience in Software writing.

**Out-of-the Ordinary Working Conditions:**

- Flexibility with schedule and ability to work evenings and weekends as needed

**Americans with Disability Specifications:**

| Physical Demands: | The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.  
While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear; taste or smell.  
The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. |
| Work Environment: | Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the |
essential functions. While performing the duties of this job, the employee is not exposed to weather conditions or any other harmful environmental conditions. The noise level in the work environment is usually moderate.

**EEOC Statement:**

It is the policy and practice of the Institute to provide equal employment opportunities for all employees and applicants. Employees and applicants are evaluated on individual merit, qualifications and competence. Programs will be administered without regard to race, color, creed, religion, sex, national origin, ancestry, age, sexual orientation or the presence of any sensory, mental or physical disability, the use of a trained dog guide or service animal, or any other characteristic protected by federal, state or local law. This policy is carried out in all of Cogswell’s practices involving employment, including recruitment, hiring, promotions, transfers, compensation, benefits, training and disciplinary action.

**Special Instructions:**

For consideration, **please fill out required application at the link below.** Include a cover letter and curriculum vitae.

https://home2.eease.adp.com/recruit/?id=15033852