

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Adjunct Instructor of Developmental Composition and Reading

DEPARTMENT: Instruction

REPORTS TO: Dean of Arts and Sciences

SUPERVISES: N/A

COLLEGE-WIDE _____ CAMPUS: X RANGELY _____ CRAIG

ABOUT COLORADO NORTHWESTERN COMMUNITY COLLEGE

Colorado Northwestern Community College (CNCC) fosters educational excellence and student success, prepares students for local and global citizenship, anticipates and responds to the needs of surrounding communities, and contributes to evolving regional economic development. CNCC is a small, rural community college located in Northwest Colorado with campuses located in Rangely, CO and Craig, CO. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY

Colorado Northwestern Community College is seeking an adjunct (part-time) Developmental Composition and Reading Instructor to teach in the Rangely Arts and Sciences Program. This position will teach between 5-9 credits in each of the fall and spring terms within developmental college composition and reading. The successful applicant will demonstrate an ability to teach, guide, mentor and evaluate student learning while preparing students for college level course work. CNCC values high energy, creativity, and a strong commitment to student engagement. We are seeking faculty who will have a dramatic impact on student success, and will enhance a culture of excellence in our Arts and Sciences program.

PRIMARY DUTIES

Current fall term (19-Aug-19 to 11-Dec-19) course needs are:

- CCR 091 101 Composition & Reading Lab: 1 credit, Tuesdays from 0915AM 1045AM
- CCR 092 101 Composition and Reading: 5 credits, Mon, Wed, Fri from 915AM to 1040AM
- CCR 094 100 Studio 121: 3 credits, Mondays and Wednesdays from 0745AM 0900AM
- Performs other duties as assigned.

Days and times for the courses may be negotiable.

Adjunct instructors are paid on a per credit basis.

ESSENTIAL QUALIFICATIONS

This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:

1. Education and Training:

Minimum or Required:

Bachelor's degree or higher in the discipline or a secondary teaching credential within discipline with at least three (3) years secondary teaching experience within discipline is required.

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and three letters of recommendation, along with a completed Colorado Northwestern Community College application for exempt employment to the Department of Human Resources.

Colorado Northwestern Community College is an Equal Opportunity Employer

Colorado Northwestern Community College does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to all students, employees and other designated groups.

ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than 1/2 hour per day)

(1/2 - 2.5 hours per day)

(2.5 - 5.5 hours per day)

(5.5 - 8 hours per day)

Physical Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Sitting					X	
Stationary Standing				X		
Walking				X		
Ability to be Mobile					X	
Crouching (bend at knees)			X			
Kneeling/Crawling		X				
Stooping (bend at waist)			X			
Twisting (knees/waist/neck)			X			
Turn/Pivot				X		
Climbing		X				
Balancing			X			
Reaching Overhead				X		
Reaching Extension				X		
Manual Dexterity				X		
Pushing/Pulling						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				
Lifting/Carrying						
1 - 10 lbs.					X	
11 - 20 lbs.					X	
21 - 35 lbs.				X		
36 - 50 lbs.			X			
51 - 75 lbs.			X			
76 - 100 lbs.		X				

Other physical demands:						
Sensory Requirements	N A	R	O	F	C	Describe any job duty that requires repetition or a unique application of the activity.
Talking in Person					x	
Talking on Telephone			x			
Hearing in Person					x	
Hearing on Telephone			x			
Vision for close work					x	
Other Sensory Requirements						
Environmental Requirements	N A	R	O	F	C	Comments
Safety requirements (i.e. clothing, safety equipment required, activities performed)			x			
Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood & body fluids)			x			Lab related activities
Operation of equipment, tools, vehicles			x			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		x				
Other environmental requirements:						

This Job Description reflects Colorado Northwestern Community College’s best effort to describe the essential functions and essential qualifications of the job described. It is not an exhaustive statement of all the duties, responsibilities or qualifications of the job. This document is not intended to exclude an opportunity for modifications consistent with providing reasonable accommodation. This is not intended to be a contract. Your signature indicates you have read this Job Description and understand the essential functions and essential qualifications of the job.

Employee Review: _____ Date: _____

Supervisor Review: _____ Date: _____