

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Instructor of English & Humanities

DEPARTMENT: Instruction

REPORTS TO: Dean of Arts & Sciences

SUPERVISES: N/A

FLSA: Exempt X **FACULTY** X (9 month)

DOCUMENT STATUS: New/Date: 03/10/2022 Revision # 3 Date: 11/12/2023

TRAVEL: Travel to our Rangely Campus and other service locations may be required.

SALARY: \$44,100.00 - \$53,500.00 (9 month schedule / Salary is commensurate with education and experience) *Excellent benefit package including retirement and health insurance is available.*

SICK LEAVE: 10 hours per month **PERSONAL LEAVE:** 16 hours per academic year

COLLEGE-WIDE X **CAMPUS:** RANGELY X **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. CNCC offers an exceptional experience to employees with outdoor activities, wildlife, and small rural communities.

The College has various unique programs including Aviation Technology (Flight), Aviation Maintenance Technology, National Park Service Academy and the Paleontology Plan of Study. We also offer great opportunities for our students in Nursing, Dental Hygiene, Emergency Medical Services and Automotive Technology. The college provides AA, AS, AAS, and certificate programs so students have excellent choices in their degree plans.

GENERAL SUMMARY:

Instruct 30 credits annually within English and at least one of the following disciplines: Composition and Reading, Arts and Humanities, or Communications. Full-time faculty members are instructors and play a key role within the classroom by inspiring academic excellence in students with a broad range of interests and experiences. Faculty create a rewarding learning experience for students by engaging them, challenging them, and supporting them. Faculty provide the resources for a quality learning experience for students by ensuring coherence in the discipline, rigor in the content, and relevance and currency to the practice. Full-time faculty contribute to a range of activities that support student learning outcomes, program quality, and discipline integrity, all of which focus on student learning and retention. Faculty work with other departments including instructional technology, student services, library, marketing, and others. Unless otherwise specified, faculty are placed on a nine-month contract for the academic year.

PRIMARY DUTIES:

- Plans, designs, and provides 15 credits per semester (30 credits per annum), or equivalent as scheduled by the Associate Dean and Dean of Arts and Science which reflect an understanding of the program's philosophy, objectives, and curriculum.
- Evaluates student achievement of curricular objectives and outcomes related to English, Composition and Reading, Arts and Humanities, and Communication disciplines.
- Promotes equitable and inclusive classrooms that lead to student success and retention.
- Creates a safe space for interaction and students' participation in class and discuss different opinions on a given topic.
- Required to provide instruction in a variety of instructional modalities (in-person, online, and hybrid) to both campuses and concurrent partners.
- Holds regular and weekly office hours to provide individual instruction to students.
- Creates and maintains a weekly schedule of classes, office hours, and other meetings in Microsoft Outlook to aid in scheduling of meetings with college administration and staff.
- Assists in curriculum design, implementation, and assessment of learning outcomes each semester.
- Participates in regular professional development activities as offered by the Department of Arts and Sciences, and the college
- Participates in advising and guidance of the students.
- Assists in the development, evaluation, and revision of student admission, progression, retention, and graduation policies within the policies of the institution.
- Contributes to program, departments, campus and college activities and initiatives including taking part in program and department faculty meetings and serving on committees and participating in college functions.
- Participates in graduation, honors, pinning, and graduation ceremonies.
- Participates in recruiting and interview activities.
- Develops and maintains education agreements.
- Assists with program review.
- Assists with developing course schedules each term with the Associate Dean and Dean of Arts and Science.
- Assists with scheduling and conducting advisory and other required conference meetings.
- Adheres to CNCC, CCCS, State, and Federal policies relating to the job.
- Performs other duties as assigned.

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:

- Master's degree (MA or MFA) within one required discipline, and 18 or more graduate hours applicable to at least one other required discipline
- One to three years of college-level teaching experience in a variety of instructional modalities (in-person, online, and hybrid).
- One to three years of post-secondary teaching experience in a variety of instructional modalities (in-person, online, and hybrid).

Preferred:

- More than three years of college-level teaching experience in a variety of instructional modalities (in-person, online, and hybrid).
- More than three years of post-secondary teaching experience in a variety of instructional modalities (in-person, online, and hybrid) Doctorate within one required discipline, and 18 or more graduate hours applicable to at least one other required discipline

2. Equipment Skills:

- Various equipment to do with field of study
- Microsoft Office Suite (specifically Word, PowerPoint, Excel, and Outlook)
- IP Telephone/voice mail
- Copier/Fax Machine

3. Other Qualifications:

- Experience using Desire-2-Learn (Brightspace) learning management system, or other LMS
- Familiarity with Navigate or other student intervention applications
- Familiarity with Promethean or other interactive displays
- Proficiency with WebEx, Zoom, or other web conference applications

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 prohibits all forms of discrimination and harassment including those that violate federal and state law, or the State Board for Community Colleges and Occupational Education Board Policies 3-120 and 4-120.

The College does not discriminate on the basis of sex/gender, race, color, age, creed, national or ethnic origin, physical or mental disability, veteran status, pregnancy status, religion, genetic information, gender identity, or sexual orientation in its employment practices or educational programs and activities. Colorado Northwestern Community College will take appropriate steps to ensure that the lack of English language skills will not be a barrier to admission and participation in vocational education programs.

The College has designated Jennifer Rea, Associate Director of Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Vice President of Student Services, as its ADA/Section 504/Title II with the responsibility to coordinate its civil rights compliance activities and grievance procedures.

If you have any questions regarding Title IX/EO please contact Jennifer Rea, at (970) 675-3229 or jennifer.rea@cnc.edu and for questions regarding ADA/Section 504/Title II please contact Brett Caskey

at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or angela.miller@cnc.edu. You may also contact the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Boulevard, Suite 310, Denver, CO 80204, telephone (303) 844-3417.

Title IX/EO Coordinator

Name: Jennifer Rea
Address: 500 Kennedy Drive, Rangely, CO 81648
Phone: 970.675.3229

Deputy Title IX Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

Deputy EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3235

ADA/Section 504/Title II Coordinator

Name: Brett Caskey
Address: 500 Kennedy Drive Rangely, CO 81648
Phone: 970.675.3213

ESSENTIAL FUNCTIONS

In an 8-hour workday, this job requires:

N/A = Not Applicable

R = Rarely

O = Occasionally

F = Frequently

C = Continually

(less than ½ 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: _____