

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Instructor of Nursing

**DEPARTMENT:** Instruction - CTE

**REPORTS TO:** Director of the Nursing Program

**SUPERVISES:** N/A

**FLSA: FACULTY**  (9month) **APT** \_\_\_\_\_ **COACH** \_\_\_\_\_

**DOCUMENT STATUS: New/Date:** \_\_\_\_\_ **Revision #** 6 **Date:** 05/10/2023

**TRAVEL:** 30%

**SALARY:** \$60,000.00 - \$70,000.00/year (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

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

**COLLEGE-WIDE** \_\_\_\_\_ **CAMPUS:** \_\_\_\_\_ **RANGELY**  **CRAIG** \_\_\_\_\_

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**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:**

Responsible for teaching, guiding, monitoring and evaluating student learning in the classroom, laboratory, and clinical practice setting.

**PRIMARY DUTIES:**

1. Plans, designs, and provides theoretical, clinical or laboratory instruction which reflect an understanding of the program's philosophy, objectives and curriculum.
2. Evaluates student achievement of curricular objectives and outcomes related to nursing knowledge and practice.
3. Participates in advising and guidance of the students.
4. Hold office hours for the purpose of meeting with students to provide individual instruction.
5. Assists in curriculum design, implementation, and evaluation.
6. Assists in the development, evaluation, and revision of student admission, progression, retention and graduation policies within the policies of the institution.
7. Assists in planning, monitoring and evaluating the instruction provided by Nursing Adjunct instructors and preceptors.

8. Contributes to program, departments, campus and college activities and initiatives including participating in program and department faculty meetings and serving on committees and participating in college functions.
9. Participates in graduation, honors, pinning, and graduation ceremonies.
10. Participates in recruiting and interview activities.
11. Performs other duties as assigned by Program Director.

**ESSENTIAL QUALIFICATIONS:**

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

**Education and Training:**

Minimum or Required

- Master's Degree in Nursing or written plan demonstrating ongoing progression in obtaining a Master's Degree in Nursing.
- Two years of full time professional nursing clinical experience.

**Licensure/Certification:**

- Current Colorado license in good standing to practice as a Registered Nurse.
- Current CPR for Healthcare Provider.
- Must have current CTE certification or able to obtain certification within first year of hire date.

**Equipment Skills:**

Minimum or Required:

- Computer/Printer
- Telephone/Answering Machine
- Ability to utilize medical and nursing equipment relevant to area(s) of nursing practices.
- Ability to use computer and classroom technology.

**Other Qualifications:**

- Excellent written and verbal skills. Must be able to communicate effectively with students, instructors and other staff members.
- Competency in adult and vocational education.
- Knowledge of current nursing education issues and trends.

**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 BP 19-60. 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, Associate Dean of Student Success, 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](mailto: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](mailto:brett.caskey@cnc.edu). Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Human Resource Manager, at 970.675.3235 or [angela.miller@cnc.edu](mailto: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

Interim 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 (less than 1/2 hour per day)

O = Occasionally (1/2 - 2.5 hours per day)

F = Frequently (2.5 - 5.5 hours per day)

C = Continually (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			X			
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			X			
1 - 10 lbs.			X			
11 - 20 lbs.			X			
21 - 35 lbs.			X			
36 - 50 lbs.		X				
51 - 75 lbs.		X				
76 - 100 lbs.		X				

<b>Other physical demands:</b>						
<b>Sensory Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Describe any job duty that requires repetition or a unique application of the activity.</b>
Talking in Person					X	
Talking on Telephone			X			
Hearing in Person					X	
Hearing on Telephone			X			
Vision for close work					X	
Other Sensory Requirements				X		Sense of smell
<b>Environmental Requirements</b>	<b>N A</b>	<b>R</b>	<b>O</b>	<b>F</b>	<b>C</b>	<b>Comments</b>
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		
Operation of equipment, tools, vehicles				X		
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)					X	
Other environmental requirements:						

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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.

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Employee Review: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Review: \_\_\_\_\_ Date: \_\_\_\_\_