

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Instructor of History and Humanities

**DEPARTMENT:** Instruction

**REPORTS TO:** Dean of Arts and Sciences

**SUPERVISES:** n/a

**FLSA:**        **FACULTY**   X      **APT**         **COACH**     

**DOCUMENT STATUS:**    **New/Date:**         **Revision #**      **Date:**

**TRAVEL:** n/a

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

**COLLEGE-WIDE**      **CAMPUS:**      **RANGELY**   X   **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. Please visit the CNCC website at [www.cncc.edu](http://www.cncc.edu) for application submission details. **Review of applications will begin immediately.**

**GENERAL SUMMARY**

Instruct 30 credits annually within at least two of the following disciplines: Arts and Humanities, Composition and Reading, English, History. Full-time faculty members are first and foremost teachers 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 30 credits per annum, or equivalent as mandated by a governing body, of theoretical, clinical or laboratory instructional excellence which reflect an understanding of the program's philosophy, objectives and curriculum.
- Evaluates student achievement of curricular objectives and outcomes related to medical assistant knowledge and practice.
- Creates a safe space for interaction and students' participation in class and discuss different opinions on a given topic.
- Participates in advising and guidance of the students.
- Holds office hours for, the purpose of, meeting with students to provide individual instruction.
- Assists in curriculum design, implementation, and evaluation.

- 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 participating 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.
- 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:

Masters degree (MA or MS) within one required discipline, and 18 or more graduate hours applicable to at least one other required discipline

##### Preferred:

Three years of experience

Post-secondary teaching experience.

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
- Computer, Appropriate lab equipment

#### **3. Other Qualifications:**

- Desire-2-Learn (Brightspace) learning management system

### **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				

<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	
<b>Other Sensory Requirements</b>						
<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			Lab related activities
Operation of equipment, tools, vehicles			x			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)		x				
<b>Other environmental requirements:</b>						

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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: \_\_\_\_\_