

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Early Childhood Education (ECE) Lead Faculty

DEPARTMENT: Instruction

REPORTS TO: Dean of CTE Programs / Craig

SUPERVISES: ECE Adjunct instructors

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: _____ Revision #: 1 Date: 11-19-2018

TRAVEL: Travel is required

SICK LEAVE: hours/month

COLLEGE-WIDE X **CAMPUS:** 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.

PRIMARY DUTIES:

1. The successful candidate will be responsible for the preparation and instruction of courses in the Early Childhood Education (ECE) field.
2. Provide dynamic, non-traditional delivery methods to teach students of widely varying levels of proficiency and from diverse backgrounds, abilities, and learning styles.
3. Provide instruction for assigned courses. This includes preparation, in-class activities, evaluation of students' work, consultation with students outside of class (scheduling time beyond normal office hours if necessary), ensuring regular effective student contact for Distance Education courses, maintenance of currency in the subjects taught and other efforts related to the teaching of the assigned classes, and participate in the process of SLO assessment and evaluation and use the results of these assessments in the process of continuously improving student learning.
4. Maintain accurate class and other records.
5. Submit, when due, all necessary reports, such as attendance, grade reports, rosters, class and office schedules.
6. File a syllabus for each course with the appropriate division offices.
7. Assist students by providing advice on requirements for successful achievement in the member's area of expertise.
8. Assume institutional responsibilities essential to the ongoing operation and effective achievement of department, division, college and district programs.
9. Be knowledgeable of the College policies, procedures and assistance available to students.
10. Assist with the scheduling of classes and monitor the academic progress of advisees.
11. Be available to students by maintaining office hours which are reasonably convenient. Hold conferences with students as needed.
12. Must have experience in teaching distance education including online through D2L, WebEx and desktop conferencing.

13. Use professional knowledge and skills to contribute to local and professional community activities whenever appropriate.
14. Attend faculty meetings as scheduled as well as participate in professional development as required.
15. Other objectives to be agreed upon by faculty members and immediate supervisors in the development of personal, departmental, and divisional objectives.
16. Excellent customer service skills including establishing, building, and maintaining internal/external customer satisfaction.

MINIMUM/ESSENTIAL QUALIFICATIONS:

Education and Training:

- Master's degree in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education or educational psychology with a specialization in child development/early childhood education; OR
- Bachelor's degree in any of the above AND master's degree in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies or family and consumer studies; OR
- A valid Colorado Community College Instructors Credential in Early Childhood Education; OR the equivalent of the above.

Technology

- Must have a high degree of comfort and experience using computers as an instructional aide to enhance learning.
- D2L / WebEx / Desktop conferencing software

PREFERRED QUALIFICATIONS:

Education and Training:

- Master's degree in a relevant field of study from an accredited college or university.
- Experience teaching in an early childhood program or special needs program.
- Experience teaching at a community college and/or the freshman & sophomore levels.
- Experience using online classroom platforms (Angel, Blackboard, etc.) as a classroom support and learning tool.
- Experience working with and teaching students of widely varying levels of proficiency and from diverse backgrounds, abilities and learning styles.
- Equipment/Software Skills:

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 human.resources@cnc.edu located at <https://www.cnc.edu/human-resources/employment-opportunities-2/>.

Colorado Northwestern Community College is an Equal Opportunity Employer

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					x	
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				
Operation of equipment, tools, vehicles			X			
Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)	X					
Other environmental requirements:	X					

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: _____