

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Equine Studies Faculty

DEPARTMENT: Instruction

REPORTS TO: Dean of CTE Programming - Rangely

SUPERVISES: N/A

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

DOCUMENT STATUS: **New/Date:** 1/21/18 **Revision #** 2 **Date:** 03/09/2021

TRAVEL: N/A

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

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

Teach a full-time teaching load in the Animal Science and Equine Studies programs for courses such as; Western equitation, colt starting, specialized training, horse production, and equine evaluation, with the potential for other courses relating to equine/animal science, and business related courses depending on background. Assist in student recruitment and program enhancement. Develop course syllabi and select course materials. Maintain office hours, attend planning and advisory committee meetings and Division meetings, advise CTE Division Chair on class schedule, advises and mentor students in program.

PRIMARY DUTIES

1. Become familiar with the community college philosophy and the policies/procedures of CNCC.
2. Teach a full-time load or equivalent through lecture and equitation courses in the equine studies degree.
3. Keep informed of current educational trends both in general and in one's own specific field.
4. Understand the student group being served and work toward improving students' skills.
5. Meet all scheduled classes and be fully prepared for each class meeting.
6. Evaluate students' work in a thorough and equitable manner.
7. Actively engage in the CNCC assessment of student learning initiatives and complete assigned assessment activities.
8. Keep accurate records and maintain up-to-date files on course policies/syllabi.
9. Maintain five (5) office hours each week by appointment or schedule.
10. Attend all meetings appropriate to the assigned position.
11. Report to appropriate staff of any issues involving students needing special academic or personal assistance.

12. Assist in programmatic needs relating to assessment, curriculum development, course scheduling and program evaluation.
13. Serve as an Academic Advisor in the animal science/equine program in relation to their degree completion at CNCC and alignment with future career plans.
14. Actively serve on additional college committees as appropriate and necessary.
15. Participate in the annual Honors Banquet.
16. Participate in the annual Commencement exercises.
17. Perform other duties as assigned by the Division Chair or Associate Vice President of Instruction.

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 with preference for Equine Science or related discipline from accredited college or University.
- Eligible for Colorado Career and Technical Education credential.
- Three years of experience in Animal or Equine Industry.

Preferred:

- Master's in Animal Science/Equine Science or related discipline from accredited college or university.
- Secondary or post-secondary teaching experience.
- Experience in livestock judging or equine evaluation.

2. Prior Related Experience:

- Ability to teach horsemanship skills and equine management courses.
- Demonstrated competencies in horseback riding, both in the western and English disciplines.
- Knowledgeable with equine industry training practices, standards and safety protocols.
- Ability to lift up to 50 pounds.
- Ability to stand for long periods of time in various types of weather conditions.

3. Equipment Skills:

- Various equipment to do with field of study
- Computer, Appropriate lab equipment

4. Other Qualifications:

- Desire-2-Learn learning management system

APPLICATION INSTRUCTIONS

All interested and qualified applicants are asked to submit a cover letter, resume and 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 (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						
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	Cold/heat; dust; wind
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: _____