

**COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION**

POSITION TITLE: Instructor of Mathematics

DEPARTMENT: Instruction

REPORTS TO: Dean of Arts & Sciences

SUPERVISES: Work-study lab Technician

FLSA: Exempt X Non-Exempt _____

DOCUMENT STATUS: New/Date: 03/03/2009 Revision # 4 Date: 03/30/2021

TRAVEL: N/A

SICK LEAVE: 10 hours per month **ANNUAL LEAVE:** 16 hours per year (from sick leave)

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. Please visit the CNCC website at www.cncc.edu for application submission details.

Review of applications will begin immediately.

GENERAL SUMMARY:

Colorado Northwestern Community College is seeking a full-time Math Instructor to teach in the Arts and Sciences Program. We are seeking faculty who will have a dramatic impact on student success, and will enhance a culture of excellence in our Arts and Sciences programs. This position will teach a variety of mathematics courses including college algebra, trigonometry, calculus, math for liberal arts, introductory statistics, and possibly developmental math. Minimum of a Master's Degree in mathematics or a related discipline is required. Preferred candidates will have a PhD in mathematics or a related discipline with three years of teaching experience in higher education, and be capable of effectively teaching to a wide variety of students. CNCC values high energy, creativity, and a strong commitment to student engagement.

PRIMARY DUTIES:

- Teach a full-time load or equivalent.
- Instruct in areas including, but not limited to, mathematics.
- Meet all scheduled classes and be fully prepared for each class meeting.
- Evaluate students' work in a thorough and equitable manner.
- Conduct, and assist with the coordination of place based learning activities related to oceanography, other courses taught, and the department.
- Keep informed of current educational trends, both in general and in one's own specific field.
- Understand the student group being served and work toward improving students' skills.
- Actively engage in the CNCC assessment of student learning initiatives and complete assigned assessment activities.
- Participate in departmental meetings including curriculum development and review, as well as staffing for students of concern.

- Keep accurate records, maintain course syllabi, and post grades according to College schedules.
- Assist with new student orientation.
- Serve as an Academic Advisor for students seeking an Associate of Science Degree with articulations or transfer agreements in oceanography, marine sciences or other related fields.
- Report to appropriate personnel problems involving students needing special academic or personal assistance.
- Schedule, post, and meet five (5) to ten (10) office hours each week.
- Attend all meetings and trainings appropriate to the assigned position.
- Actively serve on additional College committees as appropriate and necessary.
- Adhere to the community college philosophy and the policies/procedures of CCCS and CNCC.
- Accept assignments in evening programs, and student-life activities when appropriate.
- Participate in the annual Honors Banquet.
- Participate in the annual Commencement exercises.
- Perform other duties as assigned by the Dean of Arts and Sciences.

SECONDARY DUTIES

- Utilize the resources of northwestern Colorado and CNCC to enhance student learning.
- Tutor students in the gateway center at least two hours per week.

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 from an accredited college or university in mathematics or closely related field with graduate hours supporting another discipline.

Preferred:

- PhD in mathematics.
- Three years minimum of teaching experience in higher education in one or more of the desired disciplines.

Essential Knowledge, Skills & Abilities:

Minimum or Required:

- Knowledge and ability to teach within required disciplines.
- Computer literate, especially with a variety of classroom technology.
- Good oral and written communication skills.
- Ability to work with confidential matters.
- Good interpersonal and organizational skills

Equipment Skills:

Knowledge of the following equipment/machines is necessary in the performance of the duties of this position:

Minimum or Required:

- Computer and related software
- Valid driver's license and ability to drive vehicles up to 15 passengers.

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	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: _____