

COLORADO NORTHWESTERN COMMUNITY COLLEGE
JOB DESCRIPTION

POSITION TITLE: Instructor of Business – Program Lead

DEPARTMENT: Instruction / Arts & Science

REPORTS TO: Dean of Instruction – Rangely Campus

SUPERVISES: N/A

FLSA: FACULTY X(10 Month) **APT** _____

DOCUMENT STATUS: New/Date: 9-30-2022 Revision #: 4 Date: 03/07/2024

TRAVEL: Travel is required

SALARY: \$49,000 – 59,500/year (Salary is commensurate with education and experience)

Excellent benefit package including retirement and health insurance is available.

COLLEGE-WIDE X **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. 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:

This position offers a business educator the opportunity to work with a small and nimble team to re-imagine the college's existing business program. This subject matter expert will lead the development of relevant business curriculum to provide students the foundational tools to thrive in a modern business environment; and aid in seeking resources to support a plan of action. Increase accessibility to grow enrollment to include a larger number of students from diverse backgrounds. Ensure all activities are highly aligned with and support the mission, vision and strategic plan of the college. This business subject matter expert will also teach credit hours as determined by the Dean of Instruction (Rangely Campus) and Vice President of Instruction. Three credits release will be used to develop/modify the program and aid in the non-credit bearing efforts of the program. This position is a 9-month regular teaching position, with 1 month (20 days) additional during the summer.

PRIMARY DUTIES:

- Review business program, aid in the work of program approval at college, state and national levels.
- Plan, design, and teach up to-12 credits per term, of theoretical, real-world applicable instructional excellence which reflect an understanding of the program's philosophy, objectives and curriculum.

- Create a rewarding learning experience for students by engaging them, challenging them, and supporting them.
- 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.
- Implementation of OER across business classes as applicable.
- Work to develop additional delivery options to increase equitable access to business learning across more of our concurrent, traditional, non-traditional and non-credit pathways.
- Leads curriculum design, implementation, and evaluation for the program.
- Leads in the development, evaluation, and revision of student admission, progression, retention, and graduation policies within the policies of the institution for the program.
- 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 recruiting and interview activities.
- Develops and maintains education agreements.
- Assists with developing course schedules each term.
- Comply with ADA and offer accommodations deemed appropriate by ADA coordinator.
- Adheres to CNCC, CCCS, State, and Federal policies relating to the job.
- Performs other duties as assigned.

ESSENTIAL QUALIFICATIONS:

1. Education and Training:

Required: Master's degree in business administration or related field.

Preferred: Post-Secondary Teaching Experience

2. Prior Related Experience:

2-3 Years of Business experience

3. Licensure/Certification:

Eligible for Colorado Career Technical Education certification.

4. Equipment Skills:

Various technology to do with field of study

Computer, appropriate lab equipment

5. Other Qualifications:

Written and Verbal Communication

Team player

DESIRABLE QUALIFICATIONS:

- BrightSpace Desire2Learn learning management system.
- Strong Networking 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 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 Policy 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, Vice President of Student Services 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 and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or brett.caskey@cnc.edu. Reasonable accommodations are available. To request a reasonable accommodation, please contact Angela Miller, Executive Director of Human Resources, at 970.675.3235 or 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 EO Coordinator

Name: Angela Miller
Address: 500 Kennedy Drive Rangely, CO
81648
Phone: 970.675.3235

Deputy Title IX Coordinator

Name: Zachary Stevenson
Address: 500 Kennedy Drive Rangely, CO
81648
Phone: 970.675.3312

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 ½ 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: _____