

**COLORADO NORTHWESTERN COMMUNITY COLLEGE  
JOB DESCRIPTION**

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**POSITION TITLE:** Radiologic Technician Lead Faculty

**DEPARTMENT:** Instruction - CTE

**REPORTS TO:** Dean of CTE Programing

**SUPERVISES:** Radiologic Technician Adjunct Instructors

**FLSA:** FACULTY   X   APT        COACH       

**DOCUMENT STATUS:** New/Date:   1/6/2022   Revision #   2   Date:   6/27/2023  

**TRAVEL:** Occasional travel will be expected

**SALARY:** \$60,000.00 – 65,000.00 / year (Salary is commensurate with education and experience)

*Excellent benefit package including retirement and health insurance is available.*

**COLLEGE-WIDE**   X   **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. 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:**

The Radiologic Technology Lead Faculty functions within the mission, philosophy and procedures of CNCC and the policies of the Colorado Community College System. This is a new program at CNCC and seeks a visionary candidate to be the foundation of an exceptional radiographic technology program for the workforce of the future. The lead faculty is responsible for all aspects of the program, including the administration, planning, continuous review, development, and general effectiveness of the program as well as all duties as defined for full-time faculty. Responsibilities also include meeting and maintaining program accreditation requirements, systematic review of program effectiveness among didactic, laboratory, and clinical components, student recruitment, committee assignments and serving as a liaison with health care facilities.

**PRIMARY DUTIES:**

The will have the following responsibilities:

1. Provides leadership and vision for the creation and implementation of a strategic plan for the Radiologic Technology Program.
2. Teach courses in the radiology technology program in collaboration with the faculty team to enhance student's lives by providing students an accessible and quality education experience.

3. Functions as the instructional leader for the Radiologic Technology Program in the development, assessment, and revision of curricula, program outcomes, and student learning outcomes in collaboration with faculty.
4. Plans, administers, manages, and evaluates the Radiologic Technology Program and course offerings, in a teaching and learning environment that utilizes digital solutions for courses, textbooks, learning labs, on-line tutoring, and other learning support services.
5. Securing and supervising the appropriate number of qualified instructors including and ancillary instructors who deliver classroom, laboratory and/or clinical instruction to students.
6. Securing appropriate classroom and clinical facilities (which are located separately) and securing written agreements between the administration of the program and outside providers of clinical resources.
7. Develops and implements program changes and courses in response to the needs of the community, students, and advisory board recommendations.
8. Provides recommendations to the Dean of Career and Technical Education for the employment, assignment, evaluation and professional development of all full-time and adjunct Radiologic Technology Program faculty.
9. Developing written policies for admission to, dismissal from, and completion of the program.
10. Verifies and approves Radiologic Technology Program faculty credentials in collaboration with the Dean of Career and Technical Education.
11. Reviews, maintains and evaluates the Radiologic Technology Program budget and directs appropriation of funds and expenditures relating to the program and courses.
12. Develops, implements, monitors and revises Radiologic Technology Program policies and procedures in collaboration with the Dean of Career and Technical Education.
13. This position will be expected to have mandatory attendance of advisory board meetings once per semester.
14. Performs other duties as assigned by the Dean of Career & Technical Education and/or Vice President of Instruction.

**SECONDARY DUTIES:**

1. Faculty members are expected to attend faculty meetings.
2. Occasional long and irregular hours necessitated by clinical and compliance with deadlines.
3. Travel will be required for most radiologic technology clinical sites.

**ESSENTIAL QUALIFICATIONS:**

*This job requires any equivalent combination of knowledge, skills, abilities, education, and/or experience as indicated below:*

**1. Education and Training:**

- a. Baccalaureate degree from an accredited college or university.

**2. Licensure/Certification:**

- a. Registered and in good standing with American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board.

**3. Prior Related Experience:**

- a. Two (2) years' experience as a registered radiographic technologist in clinical radiography care.

#### **4. Equipment Skills:**

- a. Necessary equipment for radiologic technology teaching
- b. Computer/printer
- c. Telephone/answering machine

#### **5. Other Qualifications:**

- a. Good oral and written communication skills
- b. Ability to work with confidential matters
- c. Good interpersonal skills.
- d. Good organizational skills.
- e. Work effectively with colleagues and students by practicing punctuality, respect for deadlines, collaborative problem-solving, and honest communication.
- f. Build trusting relationships by acting with integrity, courtesy and responsibility.
- g. Dress appropriately for workplace.
- h. Current Immunizations, including flu vaccinations.

### **PREFERRED QUALIFICATIONS:**

#### **1. Licensure/Certification:**

- a. Registered and in good standing with American Registry of Radiologic Technologists (ARRT) or Nuclear Medicine Technology Certification Board.

#### **2. Prior Related Experience:**

- a. 5+ years of experience in the industry.
- b. Teaching and/or administrative experience at the community college level.
- c. New program development.

#### **3. Education and Training:**

- a. Master's degree in a radiology and/or a related field.

### **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 Policies BP 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 Dean of Students and Campus Life, as its Title IX/EO Coordinator and Brett Caskey, Associate Dean of Student Success, as its ADA/Section 504/Title II Coordinator 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@cncc.edu](mailto:jennifer.rea@cncc.edu) and for questions regarding ADA/Section 504/Title II please contact Brett Caskey at 970-675-3213 or [brett.caskey@cncc.edu](mailto:brett.caskey@cncc.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@cncc.edu](mailto:angela.miller@cncc.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 Title IX Coordinator

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

Deputy EO Coordinator

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

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.
<b>Sitting</b>				x		
<b>Stationary Standing</b>				x		
<b>Walking</b>				x		
<b>Ability to be Mobile</b>				x		

<b>Crouching (bend at knees)</b>				X	
<b>Kneeling/Crawling</b>		X			
<b>Stooping (bend at waist)</b>				X	
<b>Twisting (knees/waist/neck)</b>			X		
<b>Turn/Pivot</b>				X	
<b>Climbing</b>		X			
<b>Balancing</b>			X		
<b>Reaching Overhead</b>				X	
<b>Reaching Extension</b>				X	
<b>Manual Dexterity</b>				X	
<b>Pushing/Pulling</b>				X	
<b>1 - 10 lbs.</b>				X	
<b>11 - 20 lbs.</b>				X	
<b>21 - 35 lbs.</b>				X	
<b>36 - 50 lbs.</b>		X			
<b>51 - 75 lbs.</b>		X			
<b>76 - 100 lbs.</b>		X			
<b>Lifting/Carrying</b>					
<b>1 - 10 lbs.</b>				X	
<b>11 - 20 lbs.</b>				X	
<b>21 - 35 lbs.</b>				X	
<b>36 - 50 lbs.</b>		X			
<b>51 - 75 lbs.</b>		X			
<b>76 - 100 lbs.</b>		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>
<b>Talking in Person</b>					X	
<b>Talking on Telephone</b>				X		
<b>Hearing in Person</b>					X	
<b>Hearing on Telephone</b>				X		
<b>Vision for close work</b>					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>
<b>Safety requirements (i.e. clothing, safety equipment required, activities performed)</b>				X		Scrub attire required for laboratory and clinical situations, closed toed shoes
<b>Exposures (i.e. fumes, chemicals, vibrations, humidity, cold, heat, dust, noise, blood &amp; body fluids)</b>			X			During clinical and lab experiences, may be exposed to these elements
<b>Operation of equipment, tools, vehicles</b>				X		Utilization of radiologic equipment regularly.

<b>Required hygiene standards (food handling, clean, contaminated, and sterile equipment, etc.)</b>					x	Needs knowledge of nurse aide clinical skills and needs to teach hygiene skills to other students per State guidelines
<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: \_\_\_\_\_