

COMMUNICATIONS INSTRUCTOR

Reports to: Division Chair/Dean/Director

Organizational Unit: Faculty

Salary Range: \$44,250 - \$75,000 (See Negotiated Agreement)

This position reports to the appropriate academic supervisor and is responsible for providing effective classroom instruction. Duties include, but are not limited to:

Essential Functions

- Provide premiere quality service to all constituencies of the College.
- Engage in continuous quality improvement and professional development.

Duties and Responsibilities

- 30 credit hours of teaching (or the equivalent as determined by the Administration) per academic year.
- Provide teaching services at various sites as established by the administration, including but not limited to the Chanute campus, Ottawa campus, Chanute High School, Online, and Hybrid modalities.
- Along with fellow instructors in the discipline create, improve, and manage course content and curriculum including, but not limited to, syllabi and course textbooks.
- Fully utilize the college learning management system including regular grade updates, attendance records, and electronic course materials, and on-time grade submission.
- Fully utilize NCCC's Student Learning Outcome Assessment System at the course, program, and general education level and at the co-curricular level where appropriate.
- Offer input to supervisor regarding class schedule.
- Participate in all in-service educational programs designed for professional growth.
- Attend all meetings called for faculty by the Administration.
- Fully participate in up to two college committees or other duties as assigned by the Chief Academic Officer.
- Fully participate in the departmental budgeting, purchasing, and inventorying process.
- Fulfill the instructor professional development requirements found in the Negotiated Agreement.
- Attend commencement exercises.
- Participate actively in the student-advising program.
- Post and hold a minimum of ten office hours for student consultation.
- Spend a minimum of 31.5 hours per week at an assigned site not including the lunch hour along with 3.5 hours of off-campus work.
- Perform other duties as assigned by the supervisor with the approval of the Chief Academic Officer.

Required Knowledge, Skills and Abilities

- Excellent interpersonal skills.
- Ability to work effectively with diverse populations.
- Organizing and coordinating skills.
- Ability to communicate effectively, both orally and in writing.

- Excellent computer skills.
- Ability to develop and deliver presentations.
- Ability to gather data, compile information and prepare reports.
- Ability to plan and evaluate programs.
- Ability to appropriately exercise independent initiative and judgment.
- Willingness and ability to work as a member of a team.

Education and Experience

- Meets Higher Learning Commission Instructor Qualification requirements.
- 3-5 years' experience in community college instruction and/or discipline-specific work history preferred, such as: Interpersonal Communication, Fundamentals of Speech, Introduction to Mass Communication, etc.
- Valid driver's license required, with the ability to be insured by the institution's insurance carriers

Working Conditions

- Work is normally performed in a typical interior/office work environment.
- Typically no or very limited physical effort required.
- Some travel between work sites may be required.
- Ability to lawfully operate and/or drive a motor vehicle during the course of employment is required

Background and Motor Vehicle/Driving Record Checks

All employees are subject to the Neosho County Community College Background and Motor Vehicle/Driving Record Checks policy maintained by Human Resources at all times during the course of their employment.

Application: Please submit a letter of application, resume with names and phones numbers of five references unofficial transcripts, and employment application to:

Human Resources Director, Communications Instructor, Neosho County Community College, 800 West 14th Street, Chanute, KS 66720 or Email to hr@neosho.edu. Employment application available at www.neosho.edu/careers.

Review of applications begins upon receipt.

NCCC is an Equal Opportunity Employer

Non-Discrimination

The current non-discrimination policy can be found at:

<http://www.neosho.edu/Portals/0/Policies/Employee/Personnel/Non-discrimination.pdf>