

POSITION DESCRIPTION

Instructional Staff/Faculty

Position Title: [Business Instructor](#)

Organizational Unit:	Reports to:	Revision Date:
Academic Services	Vice President for Academic Services	Spring 2022

I. Narrative General Description

Instructional staff/faculty of Coffeyville Community College are responsible to the Vice President for Academic Services for instructional and personnel matters and for fulfilling the requirements as outlined in the Memorandum of Agreement.

II. Functional Responsibilities

- A. Teach courses as assigned by the Vice President for Academic Services.
- B. Assist with the coordination of the Business curriculum.
- C. Revise and update course materials and content to keep all courses current.
- D. Provide a syllabus for each course taught and loaded on LMS before the semester begins. An electronic copy will be submitted to the Vice President for Academic Services Office each semester as outlined in the Memorandum of Agreement.
- E. Develop new courses as assigned by the Vice President for Academic Services.
- F. Participate in developing and implementing the institutional assessment plan as required for North Central Accreditation.
- G. Serve on college committees as appointed and attend division meetings.
- H. Advise students according to established procedures.
- I. Assist in enrollment/pre-enrollment activities as assigned.
- J. Develop and administer instructional budget maintaining expenditures within budget parameters.
- K. Maintain an annual inventory of all equipment and supplies in the particular program area.
- L. Attend College functions/activities.
- M. Actively participate in community activities.
- N. Attend and participate in commencement exercises in academic regalia.
- O. Mentor and assist with Honors Distinction Project.
- P. Perform other teaching duties as assigned by the Department Chair.
- Q. Perform duties as outlined in the Memorandum of Agreement.
- R. Meet attendance expectations as required for the position, which may include willingness to work unusual hours, including evenings and weekends, as needed.

EQUAL OPPORTUNITY EMPLOYMENT AND NONDISCRIMINATION The College shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, age, disability, or national origin. Applicants requiring reasonable accommodation to the application and/or interview process should notify the Human Resources Department.

- S. Complete other duties as assigned.

Supervises the Following Staff

- A. Work-study staff

Required Knowledge, Skills, and Personal Qualifications

- Proven teaching ability
- Excellent communication skills, both oral and written
- An understanding of the mission and role of the comprehensive community college
- Ability to stimulate motivation, confidence, and enthusiasm in students
- Interest in student activities that occur outside the classroom and a willingness to participate in and attend college functions
- Ability to initiate and direct grant activities relating to the individual program area
- Within six months of the hire date, required to maintain a physical place of residence within the CCC service area throughout their employment.

Required Experience

- A minimum of three years of teaching experience, preferably in a community college
- Experience in the development and implementation of new courses, programs, and workshops and teaching experience with adults
- Experience teaching distance education preferred
- Public speaking and presentation experience

Required Educational Background

- A Master's Degree in the field required or hold a master's degree and 18 graduate hours within the discipline (Business / Agri-Business)

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