

**POSITION DESCRIPTION**  
**Instructional Staff/Faculty**

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**Position Title:** Accounting Instructor/Full-time

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<b>Organizational Unit:</b> Academic Services	<b>Reports to:</b> Vice President for Academic Services	<b>Revision Date:</b> May 2024
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**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 fulfill the requirements 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 and Accounting curriculum.
- C. Revise and update course materials and content to keep all courses current.
- D. Provide a syllabus for each course taught and turn in two copies of each syllabus 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. Sponsor Student Business Organization
- G. Participate in developing and implementing the institutional assessment plan as required for North Central Accreditation.
- H. Serve on college committees as appointed and attend division meetings.
- I. Advise students according to established procedures.
- J. Assist in enrollment/pre-enrollment activities as assigned.
- K. Develop and administer instructional budget maintaining expenditures within budget parameters.
- L. Maintain an annual inventory of all equipment and supplies in the particular program area.
- M. Perform other teaching duties as assigned by the Division Chair.
- N. Perform duties as outlined in the Memorandum of Agreement.
- O. Meet attendance expectations as required for the position, including a willingness to work unusual hours, including evenings and weekends.
- P. Attend College functions/activities.
- Q. Actively participate in community activities.
- R. Attend and participate in commencement exercises in academic regalia.

**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
- Comprehensive knowledge of American and British literature
- Comprehensive knowledge of writing styles and grammar, and an understanding of the English language
- Within six months of hire, 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 held a master's degree with 18 graduate hours within the discipline (Accounting or licensure CPA)

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