

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Faculty in Allied Health 10 month	<b>Classification:</b> Faculty	<b>LOCATION:</b> WMC
<b>MANAGER/REPORTS TO:</b> Dean of Career and Technical Education through the Allied Health Coordinator	<b>OVERTIME ELIGIBLE:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b># OF DIRECT REPORTS:</b> 0

### GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College invites applications for a 10-month faculty position in Allied Health. This position will consist of teaching 30 loads per year (approximately 30 credit hours): live, hybrid, or online via the institution's learning management system. Responsibilities will include supporting NPC's mission as well as upholding the values of the institution.

Successful candidates will teach courses in the accredited undergraduate Allied Health department, as well as other courses for which they are qualified and assigned; teach in a variety of environments and modes (team-taught offerings, day offerings, evening offerings, online offerings, hybrid offerings, etc.) in accordance with course outlines and instructional procedures; integrate technology with instruction; assess students in light of the institution goals, program goals, and course objectives; maintain appropriate scheduled office hours; provide service to the department, division, college, and community as assigned by the supervising department chair, dean or elected by peers; develop good working relationships with discipline-related professionals in the College's Service area; collaborate and participate in AZTransfer to foster transferability opportunities; serve as a community resource in area of expertise; be active in one's field of expertise; travel within the College district.

### ESSENTIAL FUNCTIONS:

#### Standard Faculty Expectations:

1. Positively supports and promotes the college's governing board, administrators, faculty, staff, students, and communities.
2. Teach a minimum of 15 loads per semester, at varied times and locations and using a variety of teaching delivery systems (including video, enhanced audio, and online) within the qualified discipline.
3. Participate in the planning, development, and evaluation of curriculum, including assessment of student learning, and program review.
4. Travel to required college campuses or centers to meet course schedule demands based on student interest and classroom availability.
5. Maintain accurate student records.
6. Maintain regular office hours and meet all instructional deadlines.
7. Serve on program Advisory Councils, Committees, and Articulation Task Forces.
8. Provide input for budgets, book orders, and semester schedules.
9. Engage in creative and scholarly activities within the discipline.
10. Maintain industry-recognized certification in assigned discipline, as required.
11. Perform other duties as assigned.

**Discipline-Specific Faculty Expectations:**

Teaching responsibilities may include but are not restricted to undergraduate courses in Allied Health. Other courses may be developed to fit the successful candidate's expertise and program demand as approved by the appropriate Coordinator and Dean.

In addition, the successful candidate will

1. Prepare and provide classroom instruction that is learner-centered and promotes participation in the learning process, emphasizing critical thinking concepts. Select appropriate student assignments.
2. Demonstrate knowledge and clinical competence in community-based healthcare settings. Collaboratively work with faculty, students, and staff in facilities that provide clinical experiences for students.
3. Implement evaluation devices of student learning and clinical experience to measure progress and competency. Prepare and administer examinations; evaluate student progress; maintain records of student classroom and clinical experience.
4. Select and order supplies and equipment integral to Allied Health education.
5. Work with advisory committees to identify and meet the needs of the community about Allied Health courses and curriculum requirements.
6. Provide mentoring and support to adjunct faculty.
7. Participate in department and college functions per contract.
8. Probationary faculty are required to complete the Instructional Skills Workshop (ISW) training within the probationary period, and are strongly encouraged to complete it in their first year. ISW is a required part of a new faculty member's probationary training and probationary faculty are not eligible to receive additional compensation for completing the training.

***The above statements are intended to describe the general nature and level of work performed by the incumbent; they do not purport to describe all functions. Incumbent may be assigned other duties, and the essential functions may change from time to time as necessary.***

**Standard Faculty Competencies:**

COMPETENCIES	DESCRIPTION	PROFICIENCY
Communication	Ability to effectively communicate with students and colleagues.	Advanced
Teaching	Ability to engage the 21 <sup>st</sup> -century community college student – i.e. traditional and non-traditional students. Ability to develop sound pedagogy.	Advanced
Curriculum Development	Ability to develop curriculum in consultation with a Curriculum Coordinator and Instructional Council. Curriculum development must be relevant to the field and the audience.	Advanced
Technology	Ability to teach via a Learning Management System, and to use Microsoft Word and Excel, and other computerized systems. Must have demonstrated experience with 21 <sup>st</sup> -century teaching modalities that involve technology.	Advanced

Diversity & Multi-Culturalism	Ability to serve a diverse audience. Ability to incorporate multi-culturalism approaches to instruction.	Advanced
Trust	Ability to encourage a trusting atmosphere by regularly communicating, being accountable and transparent, and acting with integrity and confidentiality.	Advanced
Flexibility & Adaptability	Ability to be continuously change ready to adjust approach and demeanor to match the shifting demands of different situations.	Advanced
Self-Awareness	Uses feedback and reflection to gain insight into personal strengths and areas of improvement and adjusts self as needed.	Advanced
Continual Improvement	Continuously and proactively identifies improvement needs and makes changes to departmental functions and processes that result in better outcomes.	Advanced
Action Oriented	Taking action on new opportunities and challenges with a sense of urgency, high energy, and enthusiasm.	Advanced
Physical	Ability to perform the following physical requirements of the position with or without reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hearing or listening in the normal range (corrected), and speaking and giving directions.	Basic

#### **MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in Nursing or Allied Health-related field and three years of relevant professional experience in a healthcare field within the past five years.
2. Required licensure/certification:
  - a. Current license in good standing in selected Nursing or Allied Health field.
  - b. Valid driver's license.
  - c. Current Level 1 DPS fingerprint clearance card.
  - d. Current CPR certification.
  - e. If accompanying students to clinical locations, must meet vaccination and health requirements of the clinical agency.

#### **PREFERRED QUALIFICATIONS:**

1. Master's degree in Nursing or Allied Health-related field.
2. One or more years of experience teaching Allied Health Courses at the post-secondary level.
3. Experience in computer-based instruction, online, and distance education.

#### **TERMS OF EMPLOYMENT:**

- 3-4 Year Probationary Period

#### **BENEFITS:**

**Based on College Procedure employees may be eligible for up to:**

- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days

- 12 Holiday Days
- 5 Days of Spring Break Leave
- 18 Sick Days that can accrue up to 130 days
- Professional Development Opportunities
- Arizona State Retirement System membership
- Life Insurance
- Long Term Disability Insurance