

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Faculty in Industrial Technology Trades (ITT) 10 month	Classification: Faculty	LOCATION: WMC
MANAGER/REPORTS TO: Department Chair, Dean of Career and Technical Education	OVERTIME ELIGIBLE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College invites applications for a 10-month ITT faculty position. This position will consist of teaching 33 credits per year: live, hybrid, or online via the institution's learning management system. Responsibilities will include supporting NPC's values: 1) quality learning environment, 2) diversity and accessibility, 3) integrity and accountability, and 4) collaboration toward success; as well as upholding the mission of providing, supporting, and promoting life-long learning.

Successful candidates will teach courses in the accredited undergraduate ITT program 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 the 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. Support the department in developing program and course curricula and teaching methods, designing new courses, adopting new technology, or finding answers to instructional questions.
3. Teach courses within the Industrial Technology Trades curriculum.
4. Teach a minimum of 33 load points per academic year, at varied times and possibly varied locations.
5. Participate in planning, development, and evaluation of curriculum.
6. Develop and maintain outreach and cooperative activities.
7. Participate in the planning, coordination, and organization of courses and internship experiences.
8. Order, maintain, and inventory supplies and equipment.
9. Provide input for budgets.
10. Maintains industry-recognized certification in assigned discipline, as required.
11. Stay current in the subject matter areas and the techniques of effective instruction.
12. Participate in department and division activities, school meetings, advisory groups, and program reviews, and serve on college committees as required to maintain and improve the instructional program.

13. Assist with course articulation issues, marketing, and workshops.
14. Maintain regular office hours.
15. Assess student learning.
16. Assist in the timely scheduling of classes to meet registrar deadlines.
17. Performs other duties as assigned.

Discipline-Specific Faculty Expectations:

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

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 st -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 st -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 and 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. Five years of experience required in an Industrial Technology Trade or related industry
2. Associate's degree required, may be obtained in the first 3 years of employment
3. Valid driver's license
4. NCCER certification is required to be obtained within the first 3 months of employment

PREFERRED QUALIFICATIONS:

1. Experience in teaching power plant curriculum in an academic setting or as an industry trainer
2. Familiarity with community college learning environments

TERMS OF EMPLOYMENT:

- 3-4 Year Probationary Period

BENEFITS:

- 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