

NORTHLAND PIONEER COLLEGE

Position Description

JOB TITLE: Curriculum Coordinator	Classification: Faculty 10 month	LOCATION: WMC Work Destination: OS
MANAGER/REPORTS TO: Chair of Instructional Support Department	OVERTIME ELIGIBLE: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	# OF DIRECT REPORTS: 0

GENERAL STATEMENT OF RESPONSIBILITIES:

Northland Pioneer College seeks an innovative faculty leader committed to the mission, vision, and values of the College to serve as the Curriculum Coordinator. The Curriculum Coordinator, who reports directly to the Chair of Instructional Support Department, assists faculty in coordinating curriculum for courses and/or programs and assists Instructional Council in coordinating the curriculum approval process and archives. In addition, the Coordinator serves as an advisory member of the Instructional Council. Responsibilities of the coordinator include teaching 6 credits annually, coordinating faculty development and assessment of curriculum, and coaching and developing faculty as a 10-month faculty position. The Coordinator attends various instructional and student services committees designed to assist with strategic initiatives and planning for the institution.

ESSENTIAL FUNCTIONS:

Standard Faculty Expectations:

1. Coordinates the curriculum development process for faculty and Instructional Council (i.e. course/program development and revisions).
2. Serves as an advisory member of the Instructional Council.
3. Teaches 6 credits annually, in the field of expertise.
4. Coaches and trains faculty on curriculum development and assessment in alignment with accreditation expectations.
5. Reviews, edits, and coordinates curriculum submissions via the electronic system.
6. Serves as the administrator of the curriculum electronic system.
7. Assists in updating the curriculum system handbook.
8. Facilitates the development of instructional guidelines and program mapping.
9. Supports and participates in the faculty mentorship program and Instructional Skills Workshops.
10. Assists in analyzing student achievement data and collaborates with faculty and staff to make instructional decisions based on data.
11. Serves as the AZ Transfer facilitator and liaison.
12. Performs related work as required.

Discipline-Specific Faculty Expectations:

Teaching responsibilities may include Instructional and Professional Development (IPD) courses and other courses that 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 students – 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 use Microsoft Word, 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 readily adjust to change 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 adjust 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:

- Master's Degree from an accredited institution.
- Two years of teaching experience at the post-secondary level.
- Coursework, experience, and/or training in curriculum design or program review.

PREFERRED QUALIFICATIONS:

- Five years of teaching experience at the post-secondary level.
- Community college teaching experience.

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