

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> CCP Faculty/Special Sites Coordinator & Success Coach	<b>Classification:</b> Faculty Exempt	<b>LOCATION:</b> LCC or PDC
<b>MANAGER/REPORTS TO:</b> Associate Dean CCP	<b>OVERTIME ELIGIBLE:</b> <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	<b># OF DIRECT REPORTS:</b> 0

### GENERAL STATEMENT OF RESPONSIBILITIES:

The CCP Faculty/Special Sites Coordinator & Success Coach is a grant-funded 10-month faculty position teaching 16 credits per year: live, hybrid, or online via the institution's learning management system. Responsibilities will include supporting NPC's values of integrity, inclusion, adaptability, civility, and access, as well as upholding the mission of providing "educational excellence that is affordable and accessible for the enrichment of communities across Northeastern Arizona."

The CCP Faculty/Special Sites Coordinator & Success Coach will teach courses in College & Career Preparation 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; serve as a community resource in area of expertise; be active in one's field of expertise; and travel within the College district.

Additionally, this position will serve as a liaison between other faculty members and students, supporting students through college success and retention strategies.

### ESSENTIAL FUNCTIONS:

#### Standard Faculty Expectations:

1. Positively supports and promotes college's governing board, administrators, faculty, staff, students and communities.
2. Teach a minimum of **eight** credit hours/loads per semester, at varied times and locations and using a variety of teaching delivery systems (including via video/SMARTBoard 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. Maintain accurate student records.
5. Serve on program, college, and professional committees as appropriate.
6. Provide input for budgets, book orders, and semester schedules.
7. Maintain regular office hours and meet all instructional deadlines.
8. Engage in creative and scholarly activities within the discipline.
9. Participate in professional development in accordance with CCP grant requirements.

10. Maintain industry recognized certification in assigned discipline, as required.
11. Perform other duties as assigned.

**Specific Position Expectations:**

Teaching responsibilities may include but are not restricted to: undergraduate courses in **Adult Basic and Developmental Education**. Other courses may be developed to fit the employee's expertise and program demand as approved by the Associate Dean.

In addition, the CCP Faculty/Special Sites Coordinator & Success Coach will:

1. Coordinate CCP classes as needed/requested by local service and education agencies.
2. Teach CCP classes as needed at special/3<sup>rd</sup> party sites or remotely.
3. Facilitate program tasks related to CCP's grant requirements, such as maintaining student records and entering data in the state's data management system (OMS).
4. Conduct student assessments and assist students in course placement and enrollment.
5. Act as liaison with between agency representatives and the CCP.
6. Utilize and manage technology-assisted instruction.
7. Provide students with Success Coaching at special sites.
8. Develop Success Coaching materials and resources to help students with study skills, testing strategies, and digital literacy.
9. Provide direct student support for orientation, goal setting, academic progress, and transition to academic/vocational studies and/or career pathways.
10. Work with partners to coordinate services for students.
11. Participate in professional development opportunities in line with position and in compliance with CCP grant requirements.
12. Perform other duties as assigned.

***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 to 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, adjusting 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 adjusting self as needed.	Advanced
Continual Improvement	Continuously and proactively identifies improvement needs and makes changes to departmental function 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 a reasonable accommodation: critical sensory requirements include general vision (corrected to 20/20), hear or listen in the normal range (corrected) and speak and give directions clearly.	Basic

**MINIMUM QUALIFICATIONS:**

1. Bachelor's degree in Education or related field
2. 3 years teaching or advising experience in secondary, post-secondary and/or adult education
3. Currently holds *or* able to obtain AZ Adult Education Certification within 60 days of hire.  
**[Nontransferable Academic (Development Ed/Adult Basic Ed) Course]**

**PREFERRED QUALIFICATIONS:**

1. MA/MS/Ed.M in education or related field
2. Demonstrated proficiency in college-level teaching for at minimum 2 years (or the equivalency of 2 years full-time); teaching experience as a teaching assistant or adjunct instructor may count toward the requirement.

**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
- 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