

NORTHLAND PIONEER COLLEGE

Position Description

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| JOB TITLE: Computer Information Systems Faculty and Department Chair | Classification: Faculty 9 months | LOCATION: Remote |
| MANAGER/REPORTS TO: Dean of CTE | 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 department chair in Computer Information Systems beginning Fall of 2021 or Spring of 2022. This position will consist of teaching up to 30 credits per academic year online via the institution's learning management system. Which includes 6 credits of release time annually for chair duties. Responsibilities will include supporting NPC's values: Integrity, Inclusion, Adaptability, Civility, and Access; as well as upholding the mission to provide educational excellence that is affordable and accessible for the enrichment of communities across northeastern Arizona.

Successful candidates will provide oversight and leadership for the Computer Information Systems department and assist the dean in setting institutional, divisional, and departmental visions. The successful candidate will also teach courses in the accredited undergraduate Computer Information Systems Department, as well as other courses for which they are qualified and assigned; teach online in a variety of environments and modes (team-taught offerings, day offerings, evening offerings, synchronous offerings, synchronous 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 virtual office hours; provide service to the department, division, college, and community as assigned by the 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 to the college district for fall and spring convocation, division day, and commencement.

ESSENTIAL FUNCTIONS:

Standard Chair Expectations:

1. Positively supports and promotes college's students, faculty, administrators, staff, and communities.
2. Teach a minimum of 12 credit hours/loads per semester, at varied times and using a variety of teaching delivery systems within the qualified discipline.
3. Work with the Dean to recruit dual, adjunct, and full-time faculty.
4. Serve as mentor to faculty.
5. Participate in assessment of faculty as provided for in Procedure 2970; assist with faculty committee assignments as needed.
6. In consultation with the Dean, coordinate department sabbaticals, release time, teaching teams, and faculty exchanges to ensure that performance standards are maintained; assist the Dean in assigning full-time and adjunct faculty to appropriate courses and projects.
7. Serve as a resource to faculty who wish to modify curricula or teaching methods, develop new courses, adopt new technology or find answers to instructional questions.
8. Communicate necessary information to all department members and meet as necessary to arrive at decisions made by the Department.
9. Mediate student-faculty conflicts in the Department.
10. In conjunction with the Dean, prepare the Department's annual budget and capital budget proposals.

11. Work with the Dean to plan for the purchase, inventory, repair, maintenance, and disposal of instructional material and equipment.
12. Earn and maintain IT industry credentials according to requirements set forth by the dean.
13. Assist with course articulation issues, program marketing, and workshops.
14. Coordinate with departmental faculty in managing the department's computer labs and networks.
15. Actively assess student learning for academic achievements related to course and program outcomes and assist with annual assessment activities.
16. Coordinate departmental curriculum by overseeing ATF activities, drafting changes to the catalog as needed, and assisting in the preparation of documents for ACRES.
17. Work with the Dean to prepare semester schedules, monitor enrollment, and make schedule adjustments as necessary.
18. Supervise the process of textbook and technology adoption for the Department. Coordinate with the Dean regarding textbook changes and software upgrades.

Discipline-Specific Expectations:

Teaching responsibilities may include but are not restricted to: undergraduate courses in Computer Information Systems, Cybersecurity, and Computer Programming. Other courses may be developed to fit the successful candidate's expertise and program demand as approved by the Dean.

Standard Faculty Competencies:

| COMPETENCIES | DESCRIPTION | PROFICIENCY |
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| 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 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 st century teaching modalities that involve a variety of technology tools and services. | Advanced |
| Diversity & Multi-Culturalism | Ability to serve, respond, and adapt instruction to meet the needs of 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 ready for 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 adjusting self as needed. | Advanced |

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| Continual Improvement | Continuously and proactively identify improvement needs and make changes to departmental function and processes that result in better outcomes. | Advanced |
| Action Oriented | Willingness to take 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. Master's degree with 18 graduate semester credit hours in Computer Information Systems, Computer Science, Cybersecurity, or master's degree in a different discipline with a minimum of 18 graduate semester credit hours in the discipline taught
2. Demonstrated proficiency in college-level teaching for a minimum of 3 years (or the equivalency of 3 years full-time); teaching experience as a teaching assistant or adjunct instructor may count toward the requirement
3. At least 1 year of supervisory experience

PREFERRED QUALIFICATIONS:

1. Doctorate degree in Computer Information Systems, Computer Science, Cybersecurity, or a related field
2. Demonstrated proficiency in college-level teaching for at minimum 5 years (or the equivalency of 5 years full-time); teaching experience as a teaching assistant or adjunct instructor may count toward the requirement
3. Cybersecurity expertise
4. Certified in CompTIA A+, Network+, and at least one other IT industry-recognized certification
5. At least 3 years of supervisory experience

TERMS OF EMPLOYMENT:

- Exempt
- 3-4 Year Probationary Period
- Single Coverage Medical Insurance
- Optional Employee Pay Dental/Vision Insurance
- 4 Personal Days
- 12 Holiday Days
- 5 Days 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

BENEFITS:

Located in rural, Northern Arizona, Northland Pioneer College serves two counties (Navajo and Apache Counties) by providing a vast array of educational opportunities to a diverse population. The College consists of 4 campuses and 5 centers (which also serve communities within the Hopi Tribe, the Navajo Nation, and the White Mountain Apache Tribe). There is ample opportunity in this region to make a difference in students'/community members' lives, while enjoying a rural lifestyle with outdoor recreation and wide-open, tranquil landscapes. Northland Pioneer College is committed to providing, supporting, and promoting lifelong learning.

*Navajo County Community College District, dba **Northland Pioneer College**, is an affirmative action/equal opportunity employer. Northland Pioneer College does not discriminate on the basis of race, color, national origin, veteran status, religion, marital status, gender, age or disability in admission or access to, or treatment or employment in its educational programs or activities. District grievance procedures will be followed for compliance with Title IX and Section 504 requirements. The Affirmative Action Compliance Officer is the **Associate VP Human Resources, 2251 E. Navajo Blvd., Holbrook, AZ 86025, (928) 524-7471**. The Section 504 Compliance Officer is the **Coordinator of Disability Resource and Access, 1001 W. Deuce of Clubs, Show Low, AZ 85901, (800) 266-7845**. The lack of English language skills will not be a barrier to admission and participation in vocational education programs. Revised 9-12-14.*