

# NORTHLAND PIONEER COLLEGE

## Position Description

<b>JOB TITLE:</b> Faculty in Chemistry	<b>Classification:</b> Faculty	<b>LOCATION:</b> WMC
<b>MANAGER/REPORTS TO:</b> Science Department Chair & Arts & Sciences Dean	<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 9 -month faculty position in **Chemistry** beginning **Fall of 2021**. This position will consist of teaching up to 30 credits per academic 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 **Science 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 college's students, faculty, administrators, staff, and communities.
2. Teach a minimum of **15** credit hours/loads per semester, at varied times and locations and using a variety of teaching delivery systems (e.g., video, enhanced audio, 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. Maintain regular office hours and meet all instructional deadlines
6. Serve on program Advisory Councils, Committees, and Articulation Task Forces
7. Provide input for budgets, book orders, and, semester schedules.
8. Engage in creative and scholarly activities within the discipline.
9. Maintain industry recognized certification in assigned discipline, as required.
10. Perform other duties as assigned.

#### Discipline-Specific Faculty Expectations:

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

In addition, the successful candidate will

1. Expect to travel for live classes in Show Low, Whiteriver, and perhaps Apache County.

**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 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
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 the discipline taught, or master's degree in different discipline with minimum of 18 graduate semester credit hours in the discipline taught.

**PREFERRED QUALIFICATIONS:**

1. **Completed Doctorate in Chemistry**
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:**

- 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 **Director of 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.*