

CLOUD COUNTY COMMUNITY COLLEGE
PROFESSIONAL EMPLOYEE JOB DESCRIPTION

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Position Title: Instructor in Biological Science

Reports To: Dean, Division of Sciences and Business

Type of Contract: Professional Employee (Faculty)

Length of Contract: 9 month, academic year

Date of Position Description: November 2009

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GENERAL NARRATIVE DESCRIPTION OF THE POSITION

The Instructor in Biological Science will be responsible for teaching courses within the Biological Science Department. These may include anatomy and physiology, microbiology, biology, and other science courses as needed. A bachelor's degree is required with a master's degree and 18 hours in science discipline preferred. Additionally it is preferable that the candidate has college teaching experience and experience in incorporating and utilizing technology within the curriculum and classroom.

The administration retains the right to change the responsibilities at any time.

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RESPONSIBILITIES

The Biological Science Instructor will:

1. discharge effectively and efficiently the duties and responsibilities as defined in the Master Contract;
2. teach courses within the Biological Science Department including courses in anatomy and physiology, microbiology, biology, and other courses;
3. work with the division and department in the development of assessment and competencies for courses in the department and division;
4. work with the division and department in the development and approval of Associate of Applied Science programs and transfer programs;
5. work with the division and department in the program review process;
6. work with the division and department in the student outcome assessment process;

7. assist in the mentoring of faculty both on and off-campus;
8. work with the division and department on follow-up of graduates;
9. work with the Articulation Coordinator in developing articulation agreements for transfer programs;
10. participate in division, department, and faculty activities including working with advisory committees for AAS programs;
11. work with and coordinate laboratory activities with other science instructors;
12. prepare syllabi for all courses taught following the format prescribed by the State of Kansas and have those syllabi on file in the Vice President for Academic Affairs' office;
13. work with the department chair and the division dean on the preparation of the class schedule each semester;
14. provide information to the Academic Affairs' office for federal, state, and internal reports;
15. work with the department chair and the division dean on the preparation of the budget and correctly prepare purchase requisitions;
16. assist in the development of promotional materials for the Physical and Biological Sciences department and the division, and assist in the recruitment of students;
17. incorporate technology into the curriculum;
18. assist in the development and delivery of online courses in physical and biological sciences;
19. teach classes as needed in the evening, on the Concordia Campus, on the Geary County Campus, outreach sites, ITV, online and in shortened or flexible formats;
20. work with business and industry to develop relationships and support for physical and biological sciences;
21. emphasize working in the global society within the curriculum;
22. work with other disciplines to develop interdisciplinary programs;
23. attend workshops and seminars, if necessary (valid driver's license required and overnight travel may be required);

24. assist in delivering educational programs and other services to companies and organizations;
25. attend and participate in commencement exercises in academic attire; and
26. perform other duties as assigned by the Vice President for Academic Affairs , the Division Dean, or the Department Chair.

Cloud County Community College offers a complete benefits package to all full-time faculty including:

- Health care coverage for employees and eligible dependents (up to \$728.36 paid monthly for single coverage by the college toward premium cost)
- Paid sick leave – 10 days annually, accumulates to 100 days total
- Paid personal leave – 3 days annually
- Retirement coverage through the Kansas Public Employees Retirement System (KPERs)
- Free CCCC tuition for employee, spouse, and minor dependents
- Free pass for employee, spouse, and immediate family members to most college sponsored events
- IRS Section 125 cafeteria salary reduction plan to purchase nontaxable health insurance, medical expense reimbursement, and dependent (child) care reimbursement (AFLAC)
- Free use of the Fitness Center