HISTORY INSTRUCTOR 9 MONTH FACULTY
Connect to Success Site

Job Announcement

Northshore Technical Community College is accepting applications for a full-time, unclassified position domiciled at the Connect to Success Site to begin Spring Semester 2024.

Applications will be accepted until position is filled, with preference being given to those received on or before October 30, 2023.

All applicants are subject to a background check, in accordance with NTCC Policy HR-020, a criminal history check will be conducted on all new hires. NTCC participates in the federal E-Verify system for identification and employment eligibility purposes.

To apply please submit: (1) a letter of application, (2) a resume and 3) official transcript (no copies, will accept e-scripts); For a transcript to be considered official, it must be sent directly from the school/college/university to Human Resources at the following address or email:

Attention: Hiring Manager
Northshore Technical Community College
65556 Centerpoint Boulevard
Lacombe, LA 70445
Telephone number: 985-545-1215
Email: resumes@northshorecollege.edu

JOB SUMMARY:

Responsible for providing instructional services in the area of History.

QUALIFICATIONS:

Minimum Requirements: Master’s degree in History from a nationally or regionally accredited college or university OR Master’s Degree that includes 18 graduate credit hours in the teaching discipline.

RESPONSIBILITIES:

Instructional/Teaching Performance
   - Utilize innovative, effective, and equitable teaching techniques
   - Follow course syllabi and outlines
   - Maintain time on task
   - Receive favorable student evaluations of instruction
   - Meet deadlines related to this function.

Program Coordination/Instructional Development
   - Develop Curriculum Guides, course syllabi and outlines, and other instructional materials
   - Prepare course offering schedule based on Curriculum Guides
   - Participate in curriculum meetings
   - Meet all deadlines related to this function

Program/Instructional Management
Maintain an active advisory committee with required composition of membership, and hold a minimum of two meetings annually
Maintain appropriate student records, i.e. grades, attendance, placement, completion, and licensure statistics (if applicable), etc.
Meet all deadlines related to this function

School or Classroom Management
Practice appropriate safety precautions
Maintain student discipline
Meet all deadlines related to this function
Maintain accountability of all assigned books, equipment, and supplies

Student Guidance/Advising Activities
Provide career counseling and academic advising
Follow Curriculum Guides in scheduling to insure timely completion of a program of studies.
Serve special populations
Make appropriate referrals to students with special needs
Maintain appropriate number of students in class and in program
Meet all deadlines related to this function

College and/or Community Services
Participate in recruitment activities, i.e. career fairs, etc.
Maintain program accreditation/certification or program licensure requirements

Provide service to the College that may include some of the following activities:
Sponsor student organizations
Serve on or chair committees
Conduct or coordinate teaching consultant activities
Facilitate workshops
Teaching consultant activities
Teach continuing education or customized industry courses
Provide routine equipment maintenance
Initiate and write new program proposals
Serve on College committees as required

Provide service to the community that may include:
Participate in health fairs
Participate in charity or community activities
Meet all deadlines related to this function

Professional Activities, Leadership, and Service – participate in professional development activities that may include:
Complete coursework or degrees
Membership in professional organizations
Serve on a Board or in an Office of professional association
Present a paper or facilitate a workshop at a professional conference
Participate in a Leadership Academy
Serve on an external institutional or program accreditation team
Participate in industry visits
Exemplify Leadership role on NTCC or LCTCS Committees, Faculty Council, etc.
Meet all deadlines related to this function

Perform other related duties as assigned

SPECIAL SKILLS AND ABILITIES:
To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Skills/Abilities: Must be able to communicate effectively in both written and verbal form. Must have the ability to follow instructions and prepare accurate paperwork. Must maintain confidentiality of work-related information and materials. Must have skills in classroom technology – computer skills, projectors, etc. Must establish and maintain effective working relationships. Excellent customer service skills. Ability to demonstrate competence in areas expected to teach. Ability to plan, organize and instruct quality educational programs.
Ability to communicate effectively with adult learners and to maintain good relationships with staff, faculty, and students. Ability to exercise individual initiative, independent actions, and sound judgment. Ability to perform basic math computations including adding, subtracting, multiplying and averaging all units of measure. Ability to compute fractions, percents and decimals. Ability to use effective critical thinking, problem solving and decision-making skills.

2. Equipment Used: Personal Computer and other equipment associated with a general office environment (copier, telephone, fax, etc.)

3. Software Used: A variety of word-processing, spreadsheet, database, e-mail, and presentation software. Student information systems as well as online instruction modules.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this Job, the employee is regularly required to sit; use hands to handle or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk and stoop, kneel, crouch, or crawl, climb or balance. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

INTERPERSONAL SKILLS:
Effective written and verbal communication skills are required. Alternative or combined skills in understanding, counseling, and/or influencing people are important in achieving job objectives, causing action, understanding others, or changing behavior; and, skills of persuasiveness or assertiveness, as well as sensitivity to the point of view of others.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The noise level in the work environment is usually moderate.

Northshore Technical Community College is an Equal Opportunity Employer
In compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973, this Educational Agency upholds the following policy: Northshore Technical Community College campuses assure equal opportunity for all qualified persons without regard to race, religion, sex, national origin, age, handicap, marital status or veteran's status in admission to, participation in, or employment in the program and activities of this system. Each campus welcomes handicapped individuals and has made buildings accessible to them.